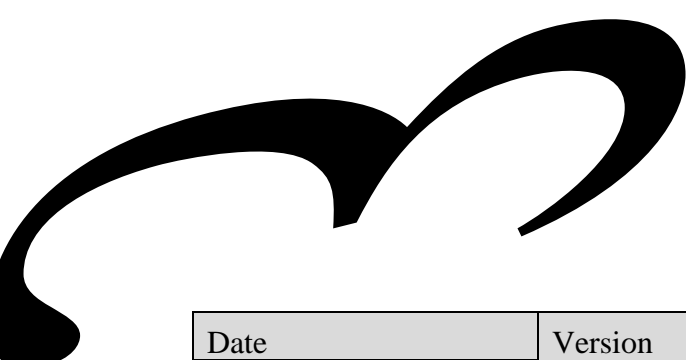


Date

Individuals should give serious consideration to the request to use a Chosen Name, as this choice will be reflected on a number of internal and external VSCS systems such as the Portal, web services, learning management system, email. Inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request and possibly grounds for further discipline. The VSCS reserves the right to deny or revoke a Chosen Name if the VSCS determines the name or request was used inappropriately or for inappropriate reasons.

Under VSCS Policy 312: *Compliance with the Family Educational Rights and Privacy Act (FERPA)*, both Chosen Names and legal names are identified, along with other items, as directory information and may be disclosed to the public without the student’s consent unless the student opts not to permit the disclosure of directory information.



Signed by:  <hr/> Jeb Spaulding, Chancellor
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Date	Version	Revision	Approved By
6/20/2019	1.0	Adopted	VSCS Board of Trustees