I. PURPOSE
Villanova University is committed to providing a safe, inclusive, and welcoming campus and work experience for all community members. In support of this commitment, the University has adopted a process that allows students, faculty, and staff who identify themselves by a name other than their legal name, due to their gender identity and/or gender expression, to request that a preferred name be used for University records and systems that do not require use of a legal name.

II. SCOPE
This policy applies to all students, faculty, and staff of Villanova University who identify themselves by a name other than their legal name due to their gender identity and/or gender expression.

III. DEFINITIONS
N/A

IV. POLICY STATEMENT
Students, faculty, and staff who identify themselves by a name other than their legal name due to their gender identity or expression may request use of a preferred first/middle name by following the procedure outlined in this policy.

V. PROCEDURE
In order to request use of a preferred first/middle name, students, faculty, and staff should contact one of the individuals identified below.

All Requests:

Ryan Rost, M.S., Title IX Coordinator
ryan.rost@villanova.edu
610.519.8805

Faculty Requests:

Craig M. Wheeland, Ph.D., Vice Provost for Academics, Professor of Public Administration
craig.wheeland@villanova.edu
619.519.4525

Staff Requests:

Ellen Krutz, M.S., CEBS, Associate Vice President for Human Resources, Affirmative Action Officer
ellen.krutz@villanova.edu
610.519.4237

Undergraduate/Graduate Student Requests:

Kathleen Byrnes, Esq., Associate Vice President for Student Life
kathleen.byrnes@villanova.edu
610.519.4550

Law Student Requests:

Nancy A. Whalen, Director of Student Affairs
whalen@law.villanova.edu
610.519.5228

The preferred first/middle name may be used in connection with the Wildcard, class lists, and grade sheets. If applicable, a new University email address and username can be created by UNIT to reflect the preferred first/middle name in accordance with UNIT’s established practices for the generation of email addresses and usernames.

Students, faculty, and staff should note that use of a preferred name does not constitute a legal name change. The legal name will continue to be used in connection with certain official documents, including but not limited to diplomas, transcripts, financial aid forms, tax forms, and payroll documentation. Undergraduate/graduate students who have undergone a legal name change may submit a Change Student Information request through the Office of the Registrar. Law students who have undergone a legal name change may contact the Law School Registrar’s Office. Employees who have undergone a legal name change may contact Human Resources.

VI. RELATED INFORMATION/FORMS
Non-Discrimination and Non-Harassment Policies and Procedures
Change Student Information (for students who have undergone a legal name change)

VII. HISTORY
Effective date: September 11, 2017

VIII. RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
Title IX Coordinator
University Compliance Office
204 Tolentine Hall
800 Lancaster Avenue
Villanova PA 19085
(610) 519-8805
IX. RESPONSIBLE ADMINISTRATIVE OVERSIGHT

Title IX Coordinator
University Compliance Office
204 Tolentine Hall
800 Lancaster Avenue
Villanova PA 19085
(610) 519-8805