



Title: Chosen or Preferred Name Policy	Policy Category: Equity & Access
Issuing Authority: President	Responsibility: Human Resources Provost's Office
Publication Date: 11/18/2022	Next Review Date: 11/18/2025

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Policy Statement/Background:

Stony Brook University recognizes that members of our community may wish to use a chosen or preferred name that is different from their legal name. For some students and employees, being addressed by a chosen or preferred name is an important part of their identity and expression. In an effort to respect and support individuals who wish to be referred to by a name other than their legal name, the University acknowledges that a chosen or preferred name will be used where possible.

Policy:

It is the policy of the University to provide all members of our community with the opportunity to use a chosen or preferred name that is different from their legal name, where possible. In some instances, the University is obliged to use a person's legal name and cannot use a chosen or preferred name. Such instances include, but are not limited to: employment and payroll records, health insurance records, billing records, financial aid documents, reimbursements, travel and purchasing authorizations, etc.

The University reserves the right to remove a preferred name if it is used inappropriately, including but not limited to: for the purpose of misrepresentation, to be disruptive, or to attempt to avoid a legal obligation.

Definitions:

None

Contact:

Additional information about this policy is available here:

Human Resource Services:**West Campus, Health Sciences, and School of Medicine**

390 Administration Building
Stony Brook, NY 11794
(631) 632-6161

Stony Brook University Hospital

31 Research Way, Suite 200
East Setauket, NY 11733
(631) 444-4700

Long Island State Veterans Home

100 Patriots Road
Stony Brook NY 11790
(631) 444-8617

Office of the Registrar

Stony Brook Union, Suite 206
Stony Brook, NY 11794
(631) 632-6175

Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- [Equal Opportunity/Affirmative Action Policy](#)
- [Office of the Registrar Frequently Asked Questions](#)
- [LGBTQ* Services](#)