

SOUTHWESTERN

LAW SCHOOL
Los Angeles, CA

Student Lived Name and Pronouns Form

Under the Student Lived Name and Pronouns Policy, students may use a lived first name and their legal name. A student's lived first name is the name a student wishes to be known by in the Southwestern community. A student's legal name is the name that appears on the student's passport, driver's license, birth certificate, or U.S. Social Security Card. The student's lived first name may be used in many contexts, including seating charts, Qwikly Attendance, Canvas, Self Service, and ID cards. For some records, Southwestern will use a student's legal name for legal or business requirements. Whenever reasonably possible, Southwestern will use a student's lived first name. Students may also update their pronouns via this form.

Instructions: Students who want to update their lived name or pronouns on Southwestern's database must complete this form and submit it for approval to the Title IX Office and Diversity, Equity, and Inclusion Office. Submit completed forms to dei@swlaw.edu. Forms will be processed within 10 business days.

Student's Full Legal Name:

Student's ID Number:

Southwestern Email:

Best Phone Number:

1. Are updating your name to include a Lived First Name?

Yes

No

2. If you answered yes to question 1, please indicate your Lived First Name.

3. Are you updating your pronouns?

Yes

No

4. If you answered yes to question 3, please indicate your pronouns. At this time, Southwestern's Information System supports the selection of She/Her, He/Him, or They/Them.

She/Her

He/Him

They/Them

5. Would you like a new student ID card?

Yes

No

6. Would you like a new Southwestern email address?

Yes

No

7. If you answered "yes" to question 6, please provide your requested email address. The address must conform to Southwestern's email format of first initial, last name, and entry year @swlaw.edu (e.g. jsmith23@swlaw.edu):

8. If you answered "yes" to question 6, is there anything that should be avoided in your new email address (i.e. deadname, first initial of deadname, etc.):

9. Would you like the Title IX Office or the Diversity, Equity, and Inclusion Office to contact you for any other support measures around gender identity?

Yes

No

10. Would you like to be contacted by OUTLaw, Southwestern's LGBTQI+ student group, for follow-up support or be connected to other LGBTQI+ resources on campus?

Yes

No

Certification

I verify that the information I am submitting to support my request is complete and accurate to the best of my knowledge. I understand that any intentional misrepresentation contained in this request may result in disciplinary action by Southwestern.

Student's Signature:

Date:

DEI Office Use Only

Approved By:

Date:

Registrar Office Use Only

Processed By:

Date: