

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Student Lived Name and Pronouns Policy

Administrative policy approved March 4, 2024. Effective immediately.

Revision history: Updated March 2025.

Related policies and form: Student Records Policy—FERPA; Policy to Prevent Discrimination, Harassment, and Retaliation; Student Lived Name and Pronouns Form

Scheduled Review Date: June 2026 (Student Services Office)

A. Overview and Definitions

Southwestern recognizes that some students use first names other than their legal name to identify themselves. For this reason, Southwestern has created this policy, which enables students to use a lived first name and pronouns where possible. Southwestern provides these options to foster a more inclusive, supportive, and respectful campus climate.

Under this policy, students may use a lived first name and their legal name. A student's lived first name is a self-chosen, personal, or professional name used instead of a legal first name; it is the name a student wishes to be known by within the law school community. A student's legal name is the name that appears on an official, government-issued document, such as a passport, driver's license, birth certificate, or U.S. Social Security Card.

Southwestern recognizes that designating a lived first name may interest many students, including but not limited to those who are transgender, whose gender identity differs from that indicated on official documents, who are survivors of abuse, or whose lived first name is a variation or a shortened version of their legal name (including those who use a middle name as their lived first name and international students who have adopted Anglicized first names).

Southwestern recognizes that an individual's pronouns are more than a preference and, therefore, allows students to indicate or update their pronouns in Southwestern's information system. Southwestern desires to create an environment in which we do not assume how individuals want to be referred to in the third person by actively giving

them opportunities to self-identify. Southwestern will strive to display designated pronouns in systems (e.g., Qwickly, Canvas, etc.) that allow for that form of identification.

B. Requirements and Restrictions

Any student who wishes to use a lived first name or change their pronouns may do so by following the process outlined in Section C below. The student's lived first name and pronoun will be reflected in Southwestern's database. Southwestern will strive to use the student's lived first name in law school communications and reporting, except where the legal name is necessary due to business or legal requirements. Examples of documents on which Southwestern must use a legal name include, but are not limited to, enrollment verifications, transcripts, financial aid documents, visa documents, W-2 forms, third-party reports, and 1098-Ts.

Southwestern will strive to use a student's lived first name whenever possible in the course of law school business and education; however, some systems do not support both a legal and lived first name.

C. Lived First Name and Pronouns Designation Process

Students who wish to update their lived first name or pronouns on Southwestern's database must complete the Student Lived Name and Pronouns Form. Southwestern's information systems support the selection of She/Her, He/Him, or They/Them pronouns. Although Southwestern acknowledges that individuals may be gender-fluid, the systems will not facilitate multiple choices. A student may, however, change their pronouns as desired by using this policy. The form must be submitted to the Student Services Office, which will endeavor to process the request within 10 business days. It may then take another business week for the change to take effect in Southwestern's systems.

D. Using Lived First Name and Pronouns

Once processed, Southwestern will strive to automatically use the student's updated information for the following:

- Seating charts;
- Qwickly Attendance;
- Canvas; and
- Self Service.

If requested on the form, Southwestern will strive to use the student's lived first name for:

- ID card;
- Diploma and Commencement program;
- Email address; and
- Southwestern-generated materials for on-campus interviews.

A non-exhaustive list of when Southwestern must use a student's legal name includes transcripts, financial aid documents, transfer and external credit processes, payroll, and

communications with bar examiners.

E. Disclaimer

While Southwestern strives to honor requests as outlined in this policy, we acknowledge the following limitations:

1. System complexities

Southwestern relies on multiple interconnected systems, platforms, and databases to manage student information. Some systems have technological constraints that may not fully accommodate updates to student lived first names and pronouns.

2. Third-party technology

Certain systems used by the school rely on external vendors for update and support. These third-party technologies may have limitations or delays in processing updates to student information.

3. Human error

Despite our best efforts, processes involved in updating records can occasionally lead to inconsistencies.

Due to these factors, we cannot guarantee that the updated information will consistently appear across all platforms and documents referred to in this policy. If you encounter any issues or discrepancies regarding the use of your lived first name and pronouns, please contact the Registrar's Office so we can address the matter to the best of our ability. We appreciate your understanding as we continue to work towards seamless and respectful integration of student identity information across our school systems.

F. Family Educational Rights and Privacy Act (FERPA)

Under FERPA, a student's full legal name and a lived first name, may be disclosed as directory information unless the student blocks public disclosure of their directory information by notifying the Registrar's Office in writing.

G. Legal Name Change Process

While students may add a lived first name, a request to change a middle or last name will require the student to change their legal name. The process for an individual to change their legal name varies by state. More information about the name change process in California may be found [here](#).

If a student has completed the legal name change process with their resident state, they may submit documentation of their name change to the Registrar's Office via Self Service or a Student Action Report (SAR). The Registrar's Office will endeavor to update the student's legal name in Southwestern's database within ten business days of submission.

H. Reporting

Students experiencing noncompliance or harassment concerning the use of their designated lived first name or designated pronouns should contact the Student Services Office.

I. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.