

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Student Lived Name and Pronouns Policy

Administrative policy approved March 4, 2024. Effective immediately.

Revision history: None, new policy.

Related policies: Student Records Policy—FERPA; Policy to Prevent Discrimination, Harassment, and Retaliation

Scheduled Review Date: June 2026 (Diversity, Equity, and Inclusion Office)

A. Overview and Definitions

Southwestern acknowledges the fluidity of gender and pronouns and 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 designating a lived 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, 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 and avoid instances of misgendering. Southwestern acknowledges that student's designated pronouns should be used wherever possible, and as such, pronouns will be displayed in systems (e.g., Qwikly, 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 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 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 name.

C. Lived First Name and Pronouns Designation Process

Students who wish to update their lived name or pronouns on Southwestern's database must complete the 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 Diversity, Equity, and Inclusion 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 automatically use the student's updated information for the following:

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

If requested on the form, the student's lived name will be used 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. 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.

F. 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.

G. Reporting

Students experiencing noncompliance or harassment concerning the use of their designated lived name or designated pronouns should contact the Title IX Office at titleix@swlaw.edu. A staff member will provide information about the Sexual Misconduct Policy and the Policy to Prevent Discrimination, Harassment, and Retaliation, both of which prohibit all forms of sexual or gender-based discrimination and harassment. The staff member will provide information about addressing the concern, options for pursuing a complaint, and resources available to the student.

H. Policy Revisions

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