

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Student Lived First Name and Pronouns Policy

Administrative policy approved March 4, 2024.

Revision history: Updated March 2025; edited in September 2026, and the name was changed from Student Lived Name and Pronouns Policy.

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

Scheduled Review Date: June 2029 (Registrar's Office)

A. Overview and Definitions

Southwestern recognizes that some students use a first name other than their legal first name to identify themselves. For this reason, Southwestern has created this policy, which enables students to use their 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.

Students may designate a lived first name for any reason and are not required to justify the designation.

Southwestern also allows students to designate or update their pronouns and will use the designated pronouns where reasonably practicable.

B. Requirements and Restrictions

Any student who wishes to designate a lived first name or update their pronouns may do so by following the process outlined in Section C below. The student's lived first name and pronouns will be reflected in Southwestern's database. Southwestern will use the student's lived first name where reasonably practicable, except when Southwestern is required to use the student's legal name for legal, regulatory, administrative, or other legitimate purposes. Some Southwestern or third-party systems may not support using a lived first name or selected pronouns. Additional limitations are described in Section E below.

C. Lived First Name and Pronouns Designation Process

Students who wish to designate or update their lived first name or pronouns must complete the Student Lived First Name and Pronouns Form and submit it to the Registrar's Office at registrar@swlaw.edu. Students may select from the pronoun options supported by Southwestern's information systems and update their designation at any time by submitting a new form. The Registrar's Office 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, and some systems will reset themselves on a regular basis.

D. Using Lived First Name and Pronouns

Once a student's request has been processed, Southwestern will use the student's lived first name and pronouns, as applicable and to the extent supported by the relevant system, in:

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

At a student's request, Southwestern will also use a student's lived first name, where supported, for:

- ID cards;
- Commencement programs;
- Official email addresses; and
- Southwestern-generated materials for on-campus interviews.

Examples of situations when Southwestern will use a student's legal name include enrollment verifications, transcripts, financial aid and tax documents, visa and

immigration documents, transfer and external credit processes, payroll records, third-party reporting, and communications with bar admission authorities.

Upon graduation, a student may choose to have their legal first name or lived first name displayed on their diploma; all other portions of the student's name will reflect the student's legal name in Southwestern's records. **NOTE:** To display a lived first name on the student's diploma, the student must have already submitted a "Student Lived First Name and Pronouns Form" to add their lived first name to their student record.

E. System and Other Limitations

Southwestern uses multiple systems and third-party platforms, some of which may not fully support students' lived first names or pronouns or cause delays in processing updates. As a result, Southwestern cannot guarantee that a student's lived first name or pronouns will appear consistently across all systems, records, and documents. Students who identify an error, discrepancy, or other issue concerning the use of their designated lived first name or pronouns should contact the Registrar's Office.

F. Family Educational Rights and Privacy Act (FERPA)

Consistent with Southwestern's Student Records Policy—FERPA, a student's legal name and lived first name may be treated as directory information and disclosed unless the student has requested that Southwestern withhold disclosure of directory information.

G. Legal Name Changes

Students may designate a lived first name under this policy without changing their legal name. A student who wishes to change any part of their legal name in Southwestern's records must first complete the applicable legal name-change process. The process for changing a legal name varies by jurisdiction. Information about the legal name-change process in California is available [here](#).

After completing a legal name change, a student may submit documentation of the legal name change to the Registrar's Office through 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 after receiving the required documentation.

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