

CHOSEN FIRST NAME POLICY

CHOSEN/PREFERRED FIRST NAME AND GENDER CHANGE POLICY for students

GENERAL USE OF CHOSEN FIRST NAME AND USE WITHIN THE STUDENT INFORMATION SYSTEM

- Montserrat will use a single form that will enable all students to change their first name and/or gender on campus records and documents without:
 - Evidence of a legal name or gender change by allowing students to indicate a chosen/preferred name and/ or gender.
 - Evidence of a medical transition.
- College offices and departments will work collaboratively to ensure college-wide use of the preferred name unless prohibited by law or policy (e.g., payroll for student workers).
- We will maintain a college-wide commitment to finding solutions to use a student's preferred first name whenever possible.
- Student Affairs and the Registrar will include an outline of the policy and procedure on their areas of the college website.
- Preferred/chosen first name and gender will populate (where possible) in all campus systems that include student data.
- Students will have access to a college ID card that includes their chosen/preferred first name.
- Educational materials will be provided to staff and faculty.
- Areas of particular concern include areas in which a student's legal name and gender are represented publicly, including, but not limited to:
 - Student ID Cards;
 - Name tag/residence door tag creation;
 - Class rosters;
 - Mailroom rosters;
 - Campus Life rosters/maps;
 - Student email addresses;
 - Student Diplomas;
 - Active Directory.

LANGUAGE

Pronouns are words that substitute for nouns. Gender pronouns are pronouns used in the place of a person's name. Most people use traditional/binary pronouns she/her/hers or he/him/his. Others use gender-neutral or non-binary pronouns like they/them/theirs.

Outing is a term to describe the revealing or forcing someone to reveal their sexual orientation, birth-assigned sex, or gender. Outing can be a painful experience for a person to undergo.

Transgender or Trans* is an umbrella term for people who do not identify with their assigned birth sex and/or whose gender expressions do not conform to societal expectations. Trans* encompasses many different gender identities and expressions.

Genderqueer is an identity term for a person who may not identify with and/or express themselves within the gender binary.

Gender Non-Conforming is a term to describe a person that challenges the gender binary by expressing their gender in a way that does not conform to dominant constructions of masculinity and femininity. These individuals may or may not be transgender.

A **medical transition** is one type of transition, in addition to social and legal transitions, that a transgender person may go through. Medical transition involves hormone replacement therapy and/or gender confirmation surgeries.

LGBTQ is an acronym for lesbian, gay, bisexual, transgender, and queer.

CHOSEN FIRST NAME REQUEST FORM

SUBMIT THIS PAGE TO THE DEAN OF STUDENTS

(maureen.wark@montserrat.edu)

(Please note: receipt of this form by August 10th for the fall semester and January 3rd for the spring semester will ensure the chosen/preferred first name will be included on rosters for that semester. You may make this request at any time, however.)

Current Legal Name

Last: _____ First: _____

I request that the following be recorded as my Chosen/Preferred First Name:

First Name: _____ (Please print clearly)

My pronouns: _____ (optional)

Gender Identity: _____ (optional)

- Any college communication, including phone calls, which is sent to your home/billing address and/or emergency contact will use your chosen/preferred name.
- By completing this form, your chosen/preferred first name will appear in your campus email address, on class rosters, and on other Montserrat College of Art records as technically feasible except where your legal name is required.
- Some campus departments interact with, and send reports to, federal, state, and other government agencies that verify the identity of students using the legal name, in some cases social security number, and other personal identifiable information which prohibits the use of chosen/preferred name. Examples of where the official/legal name will continue to be used: student financial services correspondence, student employment/payroll and on official transcripts.
- By your signature below, you affirm to accept any obligations under either your legal or chosen/preferred name.
- Once your request has been added to our system, a new ID card will be created for you.
- You will need to respond to email communication from the CTS office to fully implement your name change.
- You will receive email confirmation of this request.

I have read, understand, and agree to the information in the process and wish to proceed with changing my first name as outlined above.

Student Signature: _____ Date: _____

Parent Signature: _____ Please print: _____
(only if student is under 18 years of age)