

Chosen (aka Preferred Name) and Gender Change Policy for Transgender, GenderQueer, and Gender Non-Conforming (TGQ) Students

General use of Chosen Name and use within the Student Information System

- Montserrat will use a single form that will enable TGQ students to change their name and/or gender on campus records and documents without:
 - Evidence of a legal name or gender change by allowing students to indicate a 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 the students preferred name whenever possible.
- Campus Life and the Registrar will include an outline of the policy and procedure on their areas of the college website.
- Preferred name and gender will populate (where possible) in all campus systems that include student data.
- We will enable students to access ID cards that include their preferred name.
- Educational materials will be provided to staff and faculty.
- Areas of particular concern include areas in which a student's name and gender are represented publicly, including, but not limited to:
 - Student ID Cards;
 - Name tag/Door tag creation;
 - Class Rosters;
 - Mail room rosters;
 - Campus Life rosters/Housing maps;
 - Student email addresses;
 - Student Diplomas.

Forms

Where possible (please note that not all systems are formatted to allow this), College forms that ask about gender will be created with the following format:

Gender Identity (select all that apply):

Woman

Man

Transgender

Another identity (please specify _____)

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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 Name Request Form

SUBMIT TO DEAN OF STUDENTS (by August 10th for fall; by December 10th for spring)*

Current Legal Name

Last: _____ First: : _____

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

Student Chosen First Name: _____ (Please print clearly)

My pronouns: _____ (optional)

Gender Identity: _____ (optional)

- Please initial here _____ to indicate that you have read and understand the following:
- Your parent/guardian will receive correspondence noting your chosen first name.
- While Montserrat recognizes the importance that a change of name might have to members of the College community, a chosen name is not a legal name, but is generally used to change how others refer to you.
- By completing this form, your chosen name will appear in your campus email address, class rosters, and 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 name. Examples of where the official/legal name will continue to be used: Student Financial Services correspondence, Student Employment and Official Transcripts.
- By your signature below, you affirm to accept any obligations under either your legal or chosen name.
- Once your request has been added to our system, a new ID card will be created for you. CTS will cover the cost of the first replacement ID related to a Chosen Name Request Form. Subsequent replacements will be at the student's expense.
- You will need to schedule an appointment with CTS at which you will trade in your old ID and assist in the creation of your new email address.
- You will receive an email confirmation of this request.

Student Signature: _____ Date: _____

*This form must be submitted by August 10th to guarantee that your Chosen Name will appear on class rosters at the beginning of the fall semester. These forms can also be submitted throughout the year as needed.

For Office Use ONLY

Request recognized by: