NEW YORK LAW SCHOOL

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NYLS Name and Pronoun Policy

Background

Through this Name and Pronoun Policy, NYLS reaffirms its commitment to creating an environment that fosters and respects community members' dignity, individuality, self-identity, and self-expression, by facilitating and enabling their identification in Law School classrooms, programs, and electronic directories by their Chosen Names, rather than their legal first names, and by the Personal Pronouns aligned with their gender identity/ies and expression. Community members may prefer to be called by names other than their legal names, for a variety of reasons, including, but not limited to, their gender identity/ies and expression. The Law School will support and honor our community members' and visitors' right to self-determination to the maximum extent possible under any limitations imposed on the Law School by applicable legal/regulatory requirements.

Definitions

- A **Chosen Name** is a name a community member wishes to be known by in the Law School community that is different from a Legal Name. Under this policy, a Chosen Name may only be one's first and/or middle names.
- A **Legal Name** is the name that appears on your passport, driver's license, birth certificate, or U.S. Social Security Card.
- **Personal Pronouns** are third-person words used in place of a formal name and, under this policy, are defined as the pronouns by which a community member wishes to be referred to by others.

Policy Statement

The Law School will take all appropriate steps to enable the identification of all community members by their chosen names, rather than their legal names, and by their Personal Pronouns, to the extent it is both technically feasible and legally or programmatically permissible. The NYLS administration, including the Dean's Office, the Office of Institutional Accountability, the Office of Academic Affairs, Registrar's Office, the Office of Admissions and Financial Aid, the Office of Student Life, the Office of Academic Planning and Career Success, the Office of Human Resources, the Accounting Office, the Office of Information Technology, and the Office of Business Operations, will coordinate among their members and the Senior Advisor for Diversity, Equity, Inclusion, and Belonging, to implement the policy.

Sharing your pronouns with others helps to create an inclusive and respectful community. One's decision to share their pronouns is a personal choice, and people may choose not to announce them for a variety of reasons, including safety concerns. If you would like to share your Personal Pronouns with others, you are encouraged to do so. In addition to sharing them verbally, you may use your e-mail signature and other platforms, including, but not limited to, seating charts, video conferencing platforms (e.g., Zoom, Teams), and name tags.

Upon the request of a community member, the Law School will represent an individual's Chosen Name on several Information Technology platforms. Please note that one's Legal Name will remain accessible to the NYLS employees who are designated as data custodians or administrators of student or employee records. Community members do not need to provide a reason for their request to update their name or pronouns.

The following public facing Information Technology Services can reflect a Chosen Name:

- New York Law School Email (may also be configured by the user to indicate pronouns)
- Online Directory
- OneCard
- Go.nyls.edu

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- Zoom (Managed by End-User) (may also be configured by the user to indicate pronouns)
- Microsoft Teams (Managed by End-User) (may also be configured by the user to indicate pronouns)
- Symplicity (Managed by End-User) (may also be configured by the user to indicate pronouns)

Further, the Registrar's Office will provide each professor, and professors will ask students to confirm in writing at the beginning of each semester, each student's Chosen Name and any Personal Pronouns to be used in course administration. Professors will be expected to use a student's Chosen Name and Personal Pronouns.

If someone accidentally fails to use a person's Personal Pronouns or Chosen Name, a respectful approach is for that person to apologize as soon as possible (i.e., "I apologize [insert person's Chosen Name], thanks for letting me know/reminding me.") and to use that person's Personal Pronouns and Chosen Name in that moment and going forward. It is always appropriate to refer to a person by their Chosen Name. The Law School encourages community members to use a person's Chosen Name whenever a person's Personal Pronouns have not been shared by that person.

Areas Where the Use of Chosen Names Is Not Feasible

Community members' Legal Names will be used in business and other processes that require use of a Legal Name. These include:

- Financial aid and student account documents (including e-mail correspondence regarding changes to financial aid packages, as these e-mails become part of the student's official financial aid record)
- Official transcripts
- Responses to federal requests for information
- National Student Clearinghouse
- Academic certifications
- Payroll and tax information
- Other matters that, at the discretion of the Law School, impact on the health and safety of the Law School community.

Areas That Require the User to Update Their Name and/or Personal Pronouns

- ExamSoft (Students) (this may be required if you installed the software on your computer **prior** to your name change)
- Zoom (when using the desktop or mobile app; pronouns may be added here, as well)
- Microsoft Teams (when using the desktop or mobile app)
- Symplicity

Community members who wish to use their Chosen Names in NYLS's systems (to the extent possible), should follow the steps below. As noted above, a Chosen Name is only a first and/or middle name. The Law School can change surnames only through the legal name change process that is also outlined below.

A community member's request to use a Chosen Name may be denied in cases where the Law School determines that such proposed use is intended for the purposes of avoiding legal obligations, in jest, for misrepresentation, or other improper purposes.

Procedures

I. Updating Name

Chosen Name for Students

Please email the Registrar's Office at Registrar@nyls.edu to request the change with the subject line "Chosen Name Update." In your email, please indicate whether you would like to create an email address with your Chosen Name (e.g., ChosenName.LastName@law.nyls.edu) to use as your default NYLS email address. Please note that your NYLS log-in credentials for Portal and Blackboard will remain the same.

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Chosen Name for Staff and Faculty

Please contact the Office for Human Resources (HR) for directions on how to add your Chosen Name to the employee benefits portal. You may include your Chosen Name in your e-mail signature and can find templates for creating an email signature **here** on Portal (login required). If you would like to change your default e-mail address to reflect your Chosen Name (ChosenName.LastName@nyls.edu), please indicate that in your e-mail to HR. Please note that your NYLS login credentials for Portal and Blackboard, as well if applicable, will remain the same.

Legal Name Change for Students

To change your legal name, please email the Registrar's Office at **Registrar@nyls.edu** with the subject line "Legal Name Change." Please provide your full name as it will appear going forward and note that you will be required to submit documentation of the legal change (e.g., Court Order, Marriage Certificate). If you would like to change your default NYLS email address to reflect your legal name change, please indicate that in your e-mail to the Registrar's Office.

Students who are on payroll at the Law School will also need to email HR at **HumanResources@nyls.edu** regarding their legal name change. You will be required to submit documentation of the legal name change (e.g., Court Order or Marriage Certificate, and new Social Security Card) and complete a new Form I-9.

Legal Name Change for Staff and Faculty

To change your legal name, please email HR at **HumanResources@nyls.edu**. Please note that you will be required to submit documentation of the legal name change (e.g., new Social Security card). If you would like to change your default NYLS email address to reflect your new name, please indicate that in your e-mail to HR.

For faculty, HR will inform the Senior Associate Dean for Academic Affairs. For staff, HR will inform your direct supervisor of the name change. We encourage you to discuss with your supervisor how you would like to share the update with colleagues and students, so that you may do so in the way that feels most comfortable for you.

II. Updating Pronouns

For Students

To update your pronouns, please log into Portal. Under your profile, please indicate your Personal Pronouns. You may make changes at any time. In addition, at the start of each semester, when completing seating charts in your courses, there is a place on the chart to designate your pronouns. Please also feel free to update your pronouns in electronic seating charts after the start of the semester if needed. When doing so after the start of the semester, please notify your professors of the change.

For Staff and Faculty

Please feel free to contact HR to update your information. You may inform your colleagues, supervisor, and students of the update to your pronouns in the way that feels most comfortable for you. You may also update your e-mail signature and other electronic platforms at any time to reflect your pronouns.

III. Troubleshooting

All community members should use, and be respectful of, the Chosen Names and Personal Pronouns of other community members. If you have questions or concerns about any of the processes outlined above, or believe community members are not honoring the letter or spirit of this policy, please email the Senior Advisor for Diversity, Equity, Inclusion, and Belonging Paulina Davis at paulina.davis@nyls.edu.