



NYLS Preferred Name Policy

Background

Through this Preferred Name Policy, NYLS reaffirms its commitment to creating an environment that fosters and respects community members' individuality, self-identity, and self-expression, by facilitating and enabling their identification in Law School classrooms, programs, and electronic directories by their preferred, rather than their legal, first names. 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 and expression. The Law School will support and honor those preferences to the maximum extent possible, in light of technological limitations and those imposed by applicable legal/regulatory requirements.

Policy Statement

The Law School will take all appropriate steps to enable the identification of all community members by their preferred names, rather than their legal names, 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 Office of Information Technology, and the Office of Business Operations, will coordinate among their members and the Chief Compliance Officer, to put this policy into practice as soon as possible.

Definitions

- A **Preferred Name** is a name a community member wishes to be known by in the Law School community that is different from a Legal Name. The Law School's policy covers Preferred First and Middle Names. Surnames can be changed only with a legal name change.
- A **Legal Name** is the name that appears on your passport, driver's license, birth certificate, or U.S. Social Security Card.

Procedures

Upon the request of a community member, the Law School will represent an individual's Preferred Name on a number of Information Technology services. One's Legal Name will be accessible to the NYLS employees that are designated as data custodians and administrators of student records.

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

- New York Law School Email
- Online Directory
- OneCard
- Go.nyls.edu
- Zoom (Managed by End-User)
- Microsoft Teams (Managed by End-User)
- Symplicity (Managed by End-User)

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 preferred name and any preferred personal pronouns to be used in course administration.

Areas Where the Use of Preferred Names Is Not Feasible

Community member's 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
- Official transcripts
- Responses to federal requests for information
- National Student Clearinghouse
- Academic certifications
- Payroll and tax information
- Matters, that in the discretion of the Law School, impact on the health and safety of the Law School Community.

A community member's request to use a Preferred 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.

Community members who wish to be called by their Preferred Names and have those names reflected in NYLS systems (to the extent possible), should email Chief Compliance Officer Michael Siller at msiller@nyls.edu, to make a formal request. Community members will not need to provide a reason in their request.

All community members should use, and be respectful of, the stated Preferred Names and preferred personal pronouns of other community members.