PART 1: SUMMARY OF POLICY AND PROCESS

Antioch College recognizes that as a community, many of its members use names other than their legal names to identify themselves. Therefore, it is the policy of Antioch College that any student may choose to be identified within the college’s information system with a preferred first name in addition to the person’s legal name. This does not change your official or legal name, which remains in the college information system. It is further understood that the person’s preferred first name shall be used in all college communications, except where the use of the legal name is required for college business or legal need. Pronoun preference and preferred gender identity can also be documented, if desired for internal college use.

A Request for Preferred Name form must be submitted to the Registrar’s Office. The individual is free to determine the preferred first name the student wants to be known by in the college information system. However, inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request. A Request for Preferred Name form is available from the Registrar’s Office.

The preferred name will only be used in cases where a legal name is not absolutely necessary. 

At this time, examples of where your preferred name may be used are:

- Campus Directory
- Any items through the ACCESS portal as well as CANVAS (including class rosters)
- Campus Email Address and Accompanying Name
- Verification of Individual Student Accommodation Letters (VISA’s)
- Campus ID Cards (must have copy of approval letter for Preferred Name with you to receive a new ID card at no charge)

Examples where your legal name would continue to be used are:

- Academic Records & Official Transcripts
- Financial Aid and Scholarships Documents
- Billing Statements
- Payroll
- Enrollment Certifications
- Federal Immigration Documents

In some cases if you indicate a preferred name, it may be necessary to clarify that your preferred name is different than your legal name. Examples of this include, but are not limited to, official interactions with police, security and/or law enforcement and verification of medical records.

The following identifies the request process for a preferred name to be used at Antioch College without a legal name change:

1. The request form must be submitted to the Dean of Community Life for endorsement.
2. Once the endorsement from the Dean of Students has been provided, the form will be submitted to the Office of the Registrar for processing.
3. A Notification of Preferred Name Status Approval will be sent to the requestor’s email indicated on the request form in Part 1. Changes made once approval is established are not retroactive.

NOTE: It is important for students who transition to complete the legal change of name and gender with the court system. The links below may assist you in this endeavor, in addition to serving as a means for information.

- [http://transgenderlawcenter.org/](http://transgenderlawcenter.org/)
- [http://www.transohio.org/wordpress/](http://www.transohio.org/wordpress/)
PART 2: SPECIFIC INFORMATION REQUIRED FROM STUDENT

PRINT LEGAL Name: ____________________________________________

                  first                           middle                           last

Student ID Number: A00000_____________________________________

Email Address: ________________________________________________

(Status of your request will be sent to this email address)

PRINT PREFERRED First Name: __________________________________

Preferred Pronoun (√ box): he/him/his  she/her/hers  they/them/their
                        she/her or they/them  he/his or they/them

Preferred Gender Identity(√ box): Transgender  Genderqueer  Androgyne
                                      Bigender  Nongender  Other

PART 3: ACKNOWLEDGEMENT

I have read and acknowledge the information listed in PART 1 of this form and I fully understand the uses of the legal name and preferred name.

Student Signature: ____________________________________________ Date: __________________________

(Legal Name for Signature)

PART 4: DEAN OF STUDENTS ENDORSEMENT

Dean’s Signature: ____________________________________________ Date: __________________________

REGISTRAR OFFICE USE ONLY:

Preferred name made in CAMS SIS: YES   NO

Notification sent to Student   YES   NO   Date _______________________

CC:  IT Support for Google E-mail, ACCESS & CANVAS  Wellness Center
     Security for Student ID  VP/Dean Academic Affairs
     Academic Advisors  Dean of Students
     Current Faculty Instructors  Housing, Institutional Research
     Student Accounts  Human Resources
     Financial Aid  Mail Room

Date Received in the Registrar’s Office: ________________________