



THE JOHN MARSHALL LAW SCHOOL

Name, Gender, Prefix, and Pronoun Changes in Student and Employee Records

1. **Purpose:** This policy informs current and former students and employees about when and how they may change their prefix, pronoun, legal name, preferred name, legal gender, and preferred gender in certain law school records to reflect their preferred prefix, pronoun, name, and gender during their tenure at The John Marshall Law School. Unless the student or employee presents evidence of a legal name or gender change, the law school will maintain the individual's legal name and gender in its records system for government and accreditation reporting purposes.
2. **Policy Definitions:**
 - a. **Student Records:** "Student records" are those that document a student's enrollment, academic activities, and conduct at the law school. For purposes of this policy, a student's preferred prefix, pronoun, name, and gender will be allowed, where applicable, on class rosters, identification cards, email addresses, mailings, student and alumni directories, diplomas, and transcripts. Modifications to student records will be made consistent with the process and restrictions identified in Section 4(d).
 - b. **Employee records:** "Employee records" are those that document an employee's hiring, separation, benefits, payroll information, and conduct at the law school. For purposes of this policy, an individual's preferred prefix, pronoun, name, and gender will be allowed on identification cards, email addresses, mailings, and staff directories. Modifications to student records will be made consistent with the process and restrictions identified in Section 4(d).
 - c. **Legal Name:** A "legal name" is the name legally given to an individual, which may appear on a birth certificate, a court order, or certificate of naturalization.
 - d. **Preferred Name:** A "preferred name" is the name used by an individual that differs from the legal name that was assigned at birth, by court order, or on certificate of naturalization.

- e. **Legal Gender:** “Legal gender” is the gender legally assigned to an individual as reflected on a birth certificate or court order.
 - f. **Preferred Gender:** “Preferred gender” is an individual’s actual or perceived gender, gender-identity, self-image, appearance, or expression, whether that gender identity, self-image, appearance, or expression differs from that traditionally associated with the gender assigned at birth.
 - g. **Prefix:** A “prefix” is a title such as “Mr.,” “Ms.,” and “Mx.”
 - h. **Preferred Pronoun:** “Preferred pronouns” are pronouns such as she/her/hers/herself, he/him/his/himself, zie/zim/zir/zis/zieself, and they/them/their/themself.
3. **Policy Statement:** To assist in providing a comfortable and non-discriminatory law-school experience, students and employees may request that certain law school records reflect their preferred prefix, pronoun, name, and gender. Student and employees may change their preferences as their circumstances change. Students and employee who have legally changed their name and/or gender may also have law school records reflect these legal changes.
4. **Process Changing a Preferred Prefix, Name, and Gender in Law School Records:**
- a. **Students:** Students who enroll at The John Marshall Law School under their legal name and legal gender may change their prefix, pronoun, legal name, and legal gender to a preferred prefix/pronoun/name/gender in student records identified in Section 2(a). Students who desire to make this change must complete The John Marshall Law School Name and Gender Change Form and submit that form to the Academic Services Office at academicservices@jmls.edu. The form is available on the JMLS Institutional Policies page.
 - b. **Alumni:** Alumni who attended The John Marshall Law School under their legal name and legal gender may change their prefix, pronoun, legal name, and legal gender to a preferred prefix/pronoun/name/gender in student records identified in Section 2(a). Alumni who desire to make this change must complete The John Marshall Law School Name and Gender Change Form and submit that form to the Academic Services Office at academicservices@jmls.edu. The form is available on the JMLS Institutional Policies page. Alumni who wish to have their diploma reissued should submit a Replacement Diploma Order form. The form is available on the JMLS website under “Information and Forms” and can be accessed by clicking on the “Order

Your Replacement Diploma” link or by accessing <https://www.jmls.edu/registrar/pdf/diploma-order-form.pdf>.

- c. **Employees:** Employees who were hired under their legal name and gender may change their prefix, pronoun, legal name, and legal gender to a preferred prefix/pronoun/name/gender in employee records identified in Section 2(b). Employees who desire to make this change must complete The John Marshall Law School Name and Gender Change Form and submit that form to Human Resources at hr@jmls.edu. The form is available on the JMLS Institutional Policies page. Former employees may follow this same process.
 - d. **Effect of Changing a Preferred Name or Gender:** Changing your prefix, pronoun, name, or gender in the law school’s records system is not the same as legally changing your name or gender through the courts (or in the case of gender, through a birth certificate in some states), and you may be challenged when you are asked to provide proof of your legal name or identity for bar examination registration, employment, or governmental purposes, such as obtaining a passport. The legal name and gender will remain in the law school’s student/employee records system for reporting purposes unless the individual’s name/gender is legally changed and that change is presented to the law school as described Section 5. For students, legal name/gender will be used for completing character-and-fitness and other bar-related forms unless the name/gender is legally changed and presented to the law school as described in Section 5.
5. **Process for Changing Legal Name or Legal Gender in Law School Records to Reflect a Legal Change:** Students, alumni, and employees who have legally changed their name or gender should complete The John Marshall Law School Name and Gender Change Form and submit it to the Academic Services Office (if a student) or the Human Resources Office (if an employee) and provide one of the following forms of documentation evidencing a legal change:
- a. Birth certificate or court order legalizing the name/gender change;
 - b. Marriage license or divorce decree legalizing a name change;
 - c. Valid passport reflecting the legal name/gender change; or
 - d. Pre- or post-operative documentation from a qualified health care professional certifying gender reassignment.

All law school records will reflect the new legal name/gender change and will be used for government and accreditation reporting purposes.

6. **Disciplinary Proceedings:** Disciplinary proceedings will be conducted using the preferred prefix, pronoun, name, and gender identification, but the legal name will be attached to the final report.
7. **Records Retention:** All documentation collected under this policy, whether in paper or electronic form, will be retained permanently.

Administrative policy enacted February 2, 2018; effective immediately.