



WE ARE NEW YORK'S LAW SCHOOL

August 2023

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' individuality, self-identity, and self-expression, by facilitating and enabling their identification in Law School classrooms, programs, and electronic directories by their chosen, rather than their legal, first names and/or personal pronouns. Community members may have chosen to be called by names other than their legal names, and be referred to by chosen pronouns, for a variety of reasons, including but not limited to their gender identity and expression. The Law School will support and honor those choices 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 chosen names, rather than their legal names, and by their chosen 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 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 **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. The Law School's policy covers Chosen 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.
- **Chosen Pronouns** are third-person pronouns by which a community member wishes to be referred by others.

Procedures

Upon the request of a community member, the Law School will represent an individual's Chosen 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 or administrators of student records.

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 Chosen Pronouns)
- Online Directory
- OneCard
- Go.nyls.edu
- Zoom (Managed by End-User) (may also be configured by the user to indicate Chosen Pronouns)

- Microsoft Teams (Managed by End-User) (may also be configured by the user to indicate Chosen Pronouns)
- Blackboard Learn (Managed by End-User)(may also be configured by the user to indicate Chosen Pronouns)
- 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 Chosen Name and any Chosen Pronouns to be used in course administration. Professors will be expected to use a student's Chosen Name and Chosen Pronouns.

Areas Where the Use of Chosen 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 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.

Community members who wish to be called by their Chosen 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 Chosen Names and Chosen Pronouns of other community members. Community members should notify Chief Compliance Officer Siller if they believe that another community member has violated the letter or spirit of this Policy.