

Internal Name Change/Pronoun Preference Policy

Name Change on Official Records

A certified copy of a court order or documentation from a health professional that a gender change is underway is required if a change in gender and name is to be recorded on a student's **official records (transcripts, academic records, financial aid, etc.)**.

A legal name change needs to happen through the state of the person's legal residence. In any state a person can change their name to anything, as long as they are not trying to escape past debts or picking the name of a famous person. A note from a doctor/surgeon/psychologist is NOT required. Once the name is changed with the home town/city, the person can go to the local Social Security office to get a new Social Security card, and then use that to change everything else, including a driver's license or state-issued ID.

Name Change on Internal Campus Materials

Memphis College of Art (MCA) recognizes that many students may prefer to use first names other than their legal ones to identify themselves. As MCA wishes to allow all of its community members the ability to express themselves in ways that best represent themselves as individuals, this internal name change/pronoun preference policy provides for campus-wide sensitivity and inclusion for these options.

All students are able to indicate through the MCA admissions application, a nickname that will be indicated **ALONG WITH** the student's legal name on class roles. However, the name change/preferred pronoun policy will allow a student to replace their first name on internal information and, if desired, choose a preferred pronoun.

The goal of the internal name change/pronoun preference policy is to provide students, faculty, and staff with a consistent preferred name and pronoun experience across the institution and on materials where the legal name is not absolutely necessary or required by law.

All internal preferred names are subject to review by the college for appropriateness and sensitivity to the rest of the campus community. Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request.

A campus preferred name will appear on class rosters, grading rosters, email account, ID card, and other internal college identifiable material. The policy only allows students to indicate a first name; therefore, the legal last name will still appear along with the preferred first. The legal first name will no longer be visible on internal documents and areas that have been modified to accommodate the policy.

The campus preferred name will only be used in cases where legal name is not absolutely necessary. Examples of where your primary/legal name is required include:

- Financial Aid & Student Accounts
- Student Employment Payroll & Tax Documents
- Official Transcripts

- Federal Immigration Documents
- Certificate Programs (teacher certification)
- International student visa/immigration documents
- Any external reporting systems (press releases, enrollment verifications, etc.)

The MCA email address (firstname.lastname@mca.edu) will still be available with the legal name in addition to the preferred name, so that the student will be searchable by both names in the system when users wish to send email.

To make a first name change on internal campus information the student will be required to complete the Internal Name Change/Preferred Pronoun Form available on the MCA website under “Current Students.”

Students wishing to complete the Internal Name Change/Preferred Pronoun Form may talk with someone in Admissions or Student Affairs to find out if indicating a preferred name and/or preferred pronoun would meet your needs, and assist with understanding and navigating this policy and form.

Students can complete the name change/preferred pronoun form as they enroll through the admissions office (800-727-1088) or they may update their name change/preferred pronoun form at any time during the course of their study at MCA by contacting the Student Affairs, 901-272-5152.

The name change/pronoun preference information will be disseminated to the student’s faculty each semester and to staff. Students should understand that faculty and staff are asked to make every effort to use the preferred name and pronoun, but to understand that mistakes can be made. Only the intentional and repeated use of the wrong name and pronoun by college employees will be considered a violation of this policy.

MCA is committed to creating an inclusive environment for all students. If a student has noticed something that could help to make the campus more transgender-friendly, please feel free to contact one of the offices below:

Student Affairs

Gibson Hall/Rust Hall Achievement Center

Susan Miller, VP for Student Affairs, smiller@mca.edu | 901-272-5152

Nick Darmstaedter, Director of Student Life, ndarmstaedter@mca.edu | 901-272-5111

Annette Moore, Director of Student Success, amoore@mca.edu | 901-272-5153

Campus Climate Committee

Lu Auz, Committee Chairperson/Faculty. lauz@mca.edu

Internal NAME CHANGE/PRONOUN REQUEST FORM

CURRENT LEGAL NAME (Please type or print): _____
Last First M.I.

DATE OF BIRTH: ____ / ____ / ____
Mo. Day Year

Student ID: _____

Preferred first name _____

Preferred pronoun (indicate if you have a preferred pronoun) _____

In speaking to parents, should the college use the student’s preferred name and pronoun?

_____ Yes _____ No

Please initial here _____ to indicate that you have read and understand the following: Memphis College of Art recognizes that students may want to use a preferred name without making a legal name change. Based on internal college information is usually how others in the college will refer to you. For this purpose you may identify a preferred name to be recorded on internal college information. Documents and records that may display a preferred name include, among other things, course rosters, student ID cards, student email, and other documents issued by the college. A preferred name will not be reflected on, among other things, a student’s official academic record, transcript, or other documents that require a legal name. See the Name Change/Preferred Pronoun Policy for how to make a legal name change.

DATE: ____ / ____ / ____ **SIGNATURE:** _____
Mo. Day Year

This section to be completed by college administrator: _____

Preferred Name: _____Approved _____Not Approved

Signed by

Date