Title:
Name, Gender, and Pronoun Policy

Policy Statement:
Grinnell College will use a student’s Name-In-Use, Gender, and Pronouns-In-Use, in the course of College activities whenever possible, except where use of legal name or gender is required by law.

Purpose:
For a diverse range of reasons, many people do not use their legal name, the gender marker assigned to them at birth, and/or specific pronouns to identify themselves. This policy establishes the College’s commitment to welcome, include and support Grinnellians in establishing and maintaining their self-declared identities within the College community.

Summary:
Students at Grinnell College may:

1. Change their Legal Name by providing the Office of the Registrar with proof of a legal name change.
2. Identify themselves within the Grinnell College community by a Name-In-Use that differs from their legal name.
3. Identify themselves within the College community by a Gender that is different from that recorded at the time of their admission.
4. Declare their Pronouns-in-Use.

Procedures:

1. Change to Legal Name:

Legal Name is the name (most often assigned at birth and appearing on a birth certificate) that identifies a person for legal, administrative and other official purposes. To change the Legal Name, students must submit the Student Record Change Form [see Appendix B] to the Office of the Registrar with the appropriate supporting documentation. Appropriate documentation includes:

   • Social security card
   • Passport
   • Driver’s license
   • Court order

2. Declare a Name-In-Use in place of Legal Name

Name-In-Use is a commonly used name that is different from your legal name. To declare a Name-In-Use, students must submit the Student Record Change Form [see Appendix B] to the Office of the Registrar. No documentation is required.

Please note the following Name-In-Use guidelines:

   • Students may declare a Name-In-Use for their first, middle, and/or last name.
   • Students may NOT declare a Name-In-Use for an inappropriate purpose, including but not limited to:
     o Misrepresentation
     o Attempts to avoid legal obligations

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• Use of derogatory terms
  • Students may, via the Student Record Change Form [see Appendix B], request to change their student identification card (Pioneer Card or P-Card), College network username, and/or College email address to reflect the Name-In-Use.
    • First time changes are free-of-charge. Charges may apply for subsequent change requests.
  • Grinnell College is obligated to display a student’s legal name on official reports and documents including but not limited to: official transcripts, financial aid documentation, international student status, employment documentation and paychecks.

3. Declare Gender

To declare a gender different from the one recorded at the time of admission, students must submit the Student Record Change Form [see Appendix B] to the Office of the Registrar. No documentation is required.

4. Declare Pronouns-In-Use

Pronouns-In-Use are the pronouns by which the student requests to be known by the College. To declare Pronouns-In-Use, students must submit the Student Record Change Form [see Appendix B] to the Office of the Registrar. No documentation is required.

5. Declare a Nickname in addition to Legal Name

Nickname is a commonly used first name that is different or slightly different from your legal first name. To declare a Nickname, students must submit the Student Record Change Form [see Appendix B] to the Office of the Registrar. No documentation is required.

Appendix:
Appendix A = Student Record Definitions
Appendix B = Student Record Change Form

Review Cycle:
Every 3 years.

Policy Owners:
Registrar of the College
Associate Dean of Students
Title IX Coordinator

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