

**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:
  - Misrepresentation
  - Attempts to avoid legal obligations

- 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

## Student Identity DEFINITIONS

### Legal Name

- The name (most often assigned at birth and appearing on a birth certificate) that identifies a person for legal, administrative and other official purposes. Legal Name is the name recorded at the time of admission to Grinnell College.

### Name-In-Use

- A commonly used name that is different from the student's Legal Name.  
Example:
  - A student with the legal name "Jessica Suzanne Smith" requests that the College identify them as "James John Smith".

### Nickname

- A commonly used first name that is a different (abbreviated, concatenated, colloquial, or westernized) version of the legal *first* name.  
Examples:
  - Anthony requests that the College identify him as "Tony".
  - Mary Jo requests that the College identify her as "MaryJo".
  - William Smith Jr. requests that the College identify him as "JR".
  - Seo-yeon requests that the College identify her as "Sophie".

### Pronouns-In-Use

- The pronouns a student requests the College use to identify them.  
Examples:
  - If David's Pronouns-In-Use are they, them, and theirs, one could say, "David ate their food because they were hungry."
  - If Samantha's Pronouns-In-Use are he, him, hers, one could say, "Sam ate his food because he was hungry."
  - If Sue's Pronouns-In-Use are she, her, hers, one could say "Sue ate her food because she was hungry."



## STUDENT RECORD CHANGE FORM

This form is for current and former Grinnell College students seeking to change their legal name, name-in-use, nickname, gender, and/or pronouns-in-use.

CURRENT STUDENT INFORMATION *(all information required - please print):*

Current Name *(last, first, middle):* \_\_\_\_\_ Grinnell ID #: \_\_\_\_\_

Grinnell Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The following changes require supporting legal documentation (see attached instructions) reflecting the new name in full:

LEGAL NAME CHANGE *(all information required - please print):*

New Name *(last, first, middle):* \_\_\_\_\_

Please update the following to match my new name:

- Email account *(select one):*  Yes  No
- Username *(select one):*  Yes  No
- P-Card *(select one):*  Yes  No

The following changes DO NOT require supporting legal documentation:

NAME-IN-USE CHANGE *(all information required - please print):*

New Name *(last, first, middle):* \_\_\_\_\_

Please update the following to match my new name:

- Email account *(select one):*  Yes  No
- Username *(select one):*  Yes  No
- P-Card *(select one):*  Yes  No

NICKNAME *(please print):*

Nickname: \_\_\_\_\_

GENDER *(please print):*

Gender: \_\_\_\_\_

PRONOUNS-IN-USE: *(please print):*

Pronouns: \_\_\_\_\_

## APPROVAL:

- *I have read and understand the guidelines and considerations detailed on the attached instruction page:*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Required)*



## STUDENT RECORD CHANGE - INSTRUCTIONS

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Your signature on the preceding form indicates that you have *read, understand, and agree* to the guidelines and considerations detailed on this instruction page. Contact the Office of the Registrar at 641-269-3450 or [registrar@grinnell.edu](mailto:registrar@grinnell.edu) with questions.

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### Definitions:

- **Legal Name:** The name (most often assigned at birth and appearing on a birth certificate) that identifies a person for legal, administrative and other official purposes. Typically, Legal Name is the name recorded at the time of admission to Grinnell College.
- **Name-In-Use:** A commonly used name that is different from the student's Legal Name.
  - Example: A student with the legal name "Jessica Suzanne Smith" requests that the College identify them as "James John Smith".
- **Nickname:** A commonly used first name that is a different (abbreviated, concatenated, colloquial, or westernized) version of the legal *first* name.
  - Examples: Anthony requests that the College identify him as "Tony". Mary Jo requests that the College identify her as "MaryJo". William Smith Jr. requests that the College identify him as "JR". Seo-yeon requests that the College identify her as "Sophie".
- **Pronouns -In-Use:** The pronouns a student requests the College use to identify them.
  - Examples: If David's Pronouns-In-Use are they, them, and theirs, one could say, "David ate their food because they were hungry." If Samantha's Pronouns-In-Use are he, him, hers, one could say, "Sam ate his food because he was hungry." If Sue's Pronouns-In-Use are she, her, hers, one could say "Sue ate her food because she was hungry."

### Guidelines:

- Legal Name Change
  - Appropriate supporting documentation is required for a Legal Name Change. Appropriate documentation includes:
    - Social security card; Passport; Driver's license; and/or Court order
- Name-In-Use
  - 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:
    - Misrepresentation; Attempts to avoid legal obligations; Use of derogatory terms
  - Students may 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 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.

### Considerations:

- The Name-In-Use could (and most likely will) appear in communications directed to your home address.
- 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.
- While submitting this form will adjust your student identity in College-related systems and documents wherever possible, there is no guarantee that members of the College community will identify you by the correct name, gender, or pronouns.

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### Request Process:

1. Fill out this form completely.
2. If necessary, obtain certified legal documentation verifying a Legal Name Change.
3. Submit the completed form (with legal documentation if necessary) to the [Office of the Registrar](#), ground floor of the John Chrystal Center. Contact the Office of the Registrar at [registrar@grinnell.edu](mailto:registrar@grinnell.edu) or 641-269-3450 with questions.