Preferred (“Chosen”) Name Memorandum of Understanding

For the purposes of this memorandum, “chosen name” refers to the name you choose to use to refer to yourself. Your name of record at Pomona College is your legal name. If your legal name has changed, contact the Registrar’s Office. At Pomona College, we want to support you, and recognize that your chosen name may not be your legal name at this point.

If you declare a chosen name on this form the following actions will be set into place:

1. Your chosen name will appear in the following places on My.Pomona, and on Sakai.
   - the Student Directory
   - faculty class lists and advisee rosters
2. Your chosen name will be added, to the extent possible, to lists and rosters that are generated and distributed internally. Note that there are numerous databases used at the Claremont Colleges and there is no guarantee that all communications will reflect your chosen name, and in some cases your name of record will also be included on them. See #7 below.
3. Aliases in the standard formats (first.last@pomona.edu, first_last@pomona.edu) will be added to our email system to reflect your chosen name. The current aliases will be maintained so there is no interruption in mail to you. Your display name will be updated, as well.
4. You can obtain a campus ID card with your chosen name. If you did not use your chosen name on your original ID card, you can receive a new card free of charge.

Important warnings and considerations:

5. When you submit this form, the inclusion of your chosen name in 1 through 4 above will remain in effect until and unless you rescind it in writing and your request has been acknowledged. Certified mail is best for this purpose.
6. All communications, formal and informal, internal or external, will normally reflect your chosen name.
7. Because your legal name is a permanent element of your college record and held by many offices, there may be occasions when faculty, staff or other individuals use your legal name instead of your chosen name. There are also purposes for which only legal names are used, for example in student accounts and financial aid. Other examples could be surveys, reports, and ad hoc rosters (and Sakai, as indicated above). Every effort will be made to minimize such exceptions.

I have read 1 through 7 above, and hereby request that Pomona College use my chosen name wherever possible:

<table>
<thead>
<tr>
<th>Legal name (please sign)</th>
<th>Chosen Name (please print)</th>
<th>Date</th>
</tr>
</thead>
</table>

8. You have the option to also request that your chosen name be remarked at the end of your official transcript as you see below. Your current legal name will still appear on the transcript as your name of record and will remain on the transcript permanently unless you have a legal name change before graduating or withdrawing.
   “Student used the following name at Pomona College: _________”

If you wish to have your chosen name permanently included on your official transcript, which is the sole and perpetual record of your enrollment at Pomona College, please sign below:

<table>
<thead>
<tr>
<th>Legal name (please sign)</th>
<th>Date</th>
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9. You may ask faculty, via this form, to use preferred pronouns. Please note that making the request cannot guarantee that your preferred pronouns will be used.

☐ He, him, his, himself
☐ She, her, hers, herself
☐ They, them, their, themselves
☐ Ze, hir, hirs, himself

<table>
<thead>
<tr>
<th>Legal name (please sign)</th>
<th>Date</th>
</tr>
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</table>