



# CHOSEN NAME REQUEST FORM

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## JACKSON COLLEGE'S COMMITMENT

Jackson College recognizes that many members of the JC community use a name other than their legal name to identify themselves. Students and employees will have a choice of displaying their chosen first, last name and pronoun, instead of their legal first and last name. If the use of a chosen name is not for the purpose of misrepresentation, the college acknowledges that a chosen name should be used whenever possible in the course of college business and education.

Therefore, the college will permit any student or employee who wishes to choose to identify themselves within the college's information systems with a chosen name and pronoun in addition to their legal name. It is further understood the individuals chosen name should be used in college communications and reporting, except where the use of the legal name is necessitated by college business or legal requirement.

## LIMITATIONS

**The College will not permit a chosen name under the following situations:**

- If the chosen name contains symbols or characters which are not in the standard English 26-letter alphabet. Chosen names with punctuation are at the discretion of the College;
- If the chosen name carries a connotation that is profane, obscene; is a swear word or depicts a swear word;
- If it sexually explicit or graphic;
- If it is excretory-related;
- If it is used to describe intimate body parts or genitals;
- If it is used to describe alcohol, alcohol use, drugs, drug use, or drug culture;
- If it is used to describe illegal activities or illegal substances;
- If it is used to describe or identify gang life or activities;
- If it is used to substantially interfere with another individual's identification;
- If it is used to disparage or promote or condone hate or violence directed at any type of business, group, person, or persons;
- If it represents a foreign word falling into any of these categories;
- If it represents an actual or phonetic spelling of a word prohibited under any of these categories;
- If it represents a standard, chat, or other abbreviation of a word prohibited under any of these categories;
- If the number of characters in a chosen name exceeds 30 in the first or last name fields;
- If it infringes on trademark or copyright law



# CHOSEN NAME REQUEST FORM

LEGAL FIRST NAME \_\_\_\_\_ LEGAL LAST NAME \_\_\_\_\_

LEGAL MIDDLE INITIAL \_\_\_\_\_

CHOSEN FIRST NAME \_\_\_\_\_ CHOSEN LAST NAME \_\_\_\_\_

CHOSEN MIDDLE INITIAL \_\_\_\_\_

*A chosen name **must** contain a first and last name to be considered. Middle initial is optional. If you wish to retain any portion of your legal name as your chosen name you must enter it above in the chosen name field.*

DATE OF BIRTH \_\_\_\_\_ COLLEGE ID # \_\_\_\_\_

ARE YOU A STUDENT OR EMPLOYEE? \_\_\_\_\_

I certify that I am not prohibited from using a chosen name by federal or state law.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

*Please sign with your Legal Name.*

## REGISTRAR'S OFFICE PROCESSING

PROCESSED BY \_\_\_\_\_

DATE \_\_\_\_\_

## HUMAN RESOURCES PROCESSING

PROCESSED BY \_\_\_\_\_

DATE \_\_\_\_\_