

1 **Preferred Name & PRONOUNS Policy**

2 (Senate: 9/12/17; President: 10/10/17)

3 California State University, Los Angeles recognizes that some students may prefer to use a first name AND
4 PRONOUN other than their legal name OR ASSIGNED GENDER PRONOUNS to identify themselves. The
5 university acknowledges that a STUDENT’S “preferred name” AS WELL AS THEIR PREFERRED OR CHOSEN
6 PRONOUN can and should be used where possible in the course of university business and education.

7 Students who would like to use a preferred name must formally make a request. If approved, the student’s preferred
8 name will be used in the university directory, in campus communications, on class rosters, on the student’s Golden
9 Eagle One Card, and in reporting, except where the use of the legal name is required. For example, some records,
10 such as paychecks, legal documents, and transcripts, require use of a legal name; in such circumstances, the
11 university will not be able to use the preferred name. However, whenever reasonably possible, the preferred name
12 will be used.

13 TO AFFIRM THE UNIVERSITY’S COMMITMENT TO EQUALITY OF OPPORTUNITY OF ALL STUDENTS
14 AND TO HONOR THE UNIVERSITY’S COMMITMENT TO NON-DISCRIMINATION BASED ON GENDER
15 IDENTITY AND GENDER EXPRESSION AS OUTLINED IN THE UNIVERSITY’S NON-DISCRIMINATION
16 POLICY, UNIVERSITY STAFF, FACULTY, AND ADMINISTRATORS SHOULD USE STUDENTS’
17 PREFERRED OR CHOSEN PRONOUNS WHENEVER POSSIBLE. THE UNIVERSITY ALSO WILL USE
18 PREFERRED CHOSEN PRONOUNS IN STUDENT RECORDS DOCUMENTED ON UNIVERSITY
19 LEARNING MANAGEMENT SYSTEMS AND STUDENT INFORMATION SYSTEMS. THESE RECORDS
20 SHALL BE MAINTAINED TO FACILITATE THE PROPER USE OF CHOSEN PRONOUNS AND TO FOSTER
21 EDUCATIONAL EQUITY.

22 Inappropriate use of the preferred name AND PRONOUNS, including but not limited to misrepresentation or
23 attempting to avoid a legal obligation, may be cause for denying the request. THE DEAN OF STUDENTS SHALL
24 HAVE THE AUTHORITY TO AUDIT AND REVIEW STUDENT CHOSEN NAMES AND PRONOUNS TO
25 PREVENT USE OF ABUSIVE LANGUAGE.

Preferred Name & Pronouns Policy

(Senate: 9/12/17; President: 10/10/17)

California State University, Los Angeles recognizes that some students may prefer to use a first name and pronoun other than their legal name or assigned gender pronouns to identify themselves. The university acknowledges that a student's "preferred name" as well as their preferred or chosen pronoun can and should be used where possible in the course of university business and education.

Students who would like to use a preferred name must formally make a request. If approved, the student's preferred name will be used in the university directory, in campus communications, on class rosters, on the student's Golden Eagle One Card, and in reporting, except where the use of the legal name is required. For example, some records, such as paychecks, legal documents, and transcripts, require use of a legal name; in such circumstances, the university will not be able to use the preferred name. However, whenever reasonably possible, the preferred name will be used.

To affirm the university's commitment to equality of opportunity of all students and to honor the university's commitment to non-discrimination based on gender identity and gender expression as outlined in the university's non-discrimination policy, university staff, faculty, and administrators should use students' preferred or chosen pronouns whenever possible. The university also will use preferred chosen pronouns in student records documented on university learning management systems and student information systems. These records shall be maintained to facilitate the proper use of chosen pronouns and to foster educational equity.

Inappropriate use of the preferred name and pronouns, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request. The dean of students shall have the authority to audit and review student chosen names and pronouns to prevent use of abusive language.