

# PREFERRED NAME POLICY

Laguna College of Art + Design is committed to cultivating an inclusive, welcoming, and safe environment for students, faculty, and staff across the gender-identity spectrum. We understand that many members of our community use names and pronouns that differ from the information listed on their legal documents and have created this policy to honor the diversity of identities at LCAD. We encourage students, faculty, and staff to share their preferred pronouns upon meeting one another and expect all members of our community to respect and utilize each other's preferred names and pronouns.

Students may designate their preferred name and pronouns by filling out this form: Preferred Name Form located on the myLCAD portal under Student Life Forms. Your preferred name, which is different than your legal name, will be used by LCAD in the following ways:

- Class rosters
- Student ID card
- LCAD email address
- Video/web-conferencing
- On-campus Housing records
- LCAD Canvas and Self-Service
- Other LCAD documents and databases where a legal name isn't required by law

Preferred name changes will be processed by LCAD during breaks between semesters and will go into effect on the first day of classes. To ensure that your preferred name appears in the places listed above, you must fill out the Preferred Name Form in accordance with the dates listed below. Specific deadlines for each semester are included on the form. Students who submit the form after the deadline will wait until the following semester before their preferred name is updated in campus documents and databases.

- Fall 24 – August 22th 2024
- Spring 25 – January 16th 2025

Preferred names are limited to alphabetical characters, a hyphen (-), and a space. Generally, you can designate any name as your preferred name. However, LCAD reserves the right to delete a preferred name if it is discovered that the name has been used inappropriately, as in misrepresentation or fraud.

Because of legal requirements, there are some documents on which a legal name must be used. Examples include:

- Transcripts
- Enrollment verification requests
- Financial records
- Employment and payroll records
- Federal immigration documents
- Tax forms
- Refund checks
- Financial aid documents

To change your name on those documents, students must obtain a legal name change through the court system. Information regarding how to do so can be found at: <https://www.courts.ca.gov/selfhelp-namechange.htm>. After you have obtained a legal name change, contact the Registrar at [registrar@lcad.edu](mailto:registrar@lcad.edu) to initiate the process of updating all remaining LCAD documents and databases.

Please refer to the Legal Name Change policy in this section for information on how to finalize a legal name on campus.