



## CHOSEN NAME & PRONOUN USAGE REQUEST FORM

West Virginia Wesleyan College recognizes that some students may prefer to be referred to by a different name other than their legal name. All official college documentation (including transcript, diploma, enrollment reporting, W-2 and payroll information, etc.) will only use a student's legal name. However, if a student wishes to be referred to by an instructor by a different first name, they may request a chosen name appear on the class roster for all classes in which the student is enrolled. The request can be made by the student directly in Self-Service or submitting this form to the Academic Service Office. Students wishing to record an official legal name change should refer to the guidelines on the website for submitting a Request for Legal Name Change. \*Please be advised that the chosen name may be used on external correspondence from the college.

ID # \_\_\_\_\_

Legal Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

Name you wish to be referred to: \_\_\_\_\_

***\*Note: Name (both chosen/legal) is considered directory information. If you want to restrict the use of chosen name for external release or publication, please complete the Request to Prevent Disclosure of Directory Information form available on the website under Students/Academic Services/FERPA.***

Chosen First Name only

Allowable Name Formats include (but are not limited to):

- A shortened derivative of a name (e.g. "Tom" for "Thomas")
- A middle name instead of a first name
- First and middle initials (e.g. "T.J." for "Thomas James")
- An anglicized name (e.g. "John" instead of "Xingyu")
- A name that better represents the individual's gender identity
- A name to which the individual is in the process of legally changing

Please indicate your pronouns below:

\_\_\_\_\_ She/Her/Hers

\_\_\_\_\_ He/Him/His

\_\_\_\_\_ Ze or Zie/Hir

\_\_\_\_\_ They/Them/Theirs

\_\_\_\_\_ Name/Use my name as a pronoun

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

Date: \_\_\_\_\_

Please submit form to [registrar@wwvc.edu](mailto:registrar@wwvc.edu)