

**BROOKLYN LAW SCHOOL POLICY ON NAME AND GENDER CHANGE IN
STUDENT AND EMPLOYEE RECORDS**

Issuing Authority: Jennifer Lang, Dean of Students; Chris Bester,
Registrar; and Matthew Burns, Director of Human Resources

Responsible Officers: Chris Bester, Registrar (for Students) and Matthew Burns,
Director of Human Resources (for Employees)

Effective Date: April 28, 2016
Revised: November 2, 2017

I. The Purpose of Policy

The purpose of this policy is to inform students and employees (which includes faculty, staff, and administrators) of the policy and procedures for changing a prefix, legal name, and legal gender in certain Law School records to reflect the preferred prefix, name, and gender of a student or an employee during their tenure at Brooklyn Law School. Unless the student/employee presents evidence of a legal name/gender change, the Law School shall maintain the legal name/gender of the student/employee in its records system for government and accreditation reporting purposes.

II. To Whom This Policy Applies

This policy applies to all: (1) students and employees who desire to have their preferred prefix/name/gender reflected in certain Law School's records; (2) students and employees who desire to have a legal name/gender change reflected in all Law School records; and (3) personnel who are involved in the process of changing the Law School's records.

III. Policy Definitions

Students Records – These are records that documents a student 's enrollment, academic activities, and conduct at the Law School. For the purposes of this policy, preferred prefix, name, and gender changes for students will be allowed on class rosters, identification cards, email addresses, mailings, student directory, and diplomas.

Employee Records – These are records that document an employee's hiring, separation, benefit and payroll information, and conduct at the Law School. For the purposes of this policy, preferred prefix, name, and gender changes will be allowed on identification cards, email addresses, mailings, and the staff directory.

Legal Name – The name legally given to an individual which may be on a birth certificate, a court order, or certificate of naturalization.

Preferred Name– The name used by a student or employee that differs from the legal name that was assigned at birth, by court order, or on certificate of naturalization.

Legal Gender – The gender legally assigned to an individual as reflected on a birth certificate or court order.

Preferred Gender – An individual’s actual or perceived gender, gender-identity, self-image, appearance, or expression, whether that gender identity-self-image, appearance, or expression differs from that traditionally associated with the gender assigned at birth.

Prefix– These are titles such as “Mr.,” “Ms.,” and “Mx.”

IV. Policy Statement

To assist in providing a comfortable and non-discriminatory Law School experience, students and employees may request that certain Law School records reflect their preferred prefix, name, and gender. Students and employee who have legally changed their name and/or gender may also have Law School records reflect these legal changes.

V. The Process for a Preferred Prefix, Name, and Gender Change in Law School Records

Students who enroll at Brooklyn Law School under their legal name and gender, and employees who begin their employment at Brooklyn Law School under their legal name and gender, may change their prefix, legal name, and legal gender in certain Law School records to a preferred prefix/name/gender.

Students who desire to make this change must complete the Brooklyn Law School Name and Gender Change Form and submit that form to Chris Bester, Registrar, at chris.bester@brooklaw.edu or at Brooklyn Law School, 111 Livingston Street, 21st Floor, Brooklyn, New York 11201. You may contact Mr. Bester with questions by email or at (718) 780-0352.

Employees who desire to make this change must complete the Brooklyn Law School Name and Gender Change Form and submit that form to Matthew Burns, Director Human Resources at matthew.burns@brooklaw.edu or Brooklyn Law School, 111 Livingston Street, 21nd Floor, Brooklyn, New York 11201. You may contact Mr. Burns with questions by email or call (718) 780-0305.

Please be advised that changing your prefix, name, and gender in the Law School’s records system is not the same as legally changing your name and/or gender through the courts (or in the case of gender, through a birth certificate in

some States) and you may be challenged when you are asked to provide proof of your legal name and/or identity for bar examination registration, employment, or governmental purposes, such as obtaining a passport.

The legal name and gender will remain in the Law School's student/employee records system for reporting purposes only unless the name/gender is legally changed. For students, legal name/gender will be used for completing character and fitness forms unless the name/gender is legally changed.

VI. The Process for Changing Legal Name/Gender in Law School Records to Reflect a Legal Change

Students and employees who have legally changed their name and/or gender should complete the Brooklyn Law School Name and Gender Change Form and submit it to the Registrar (if a student) or the Director of Human Resources (if an employee) and provide one of the following forms of documentation evidencing a legal change:

1. A birth certificate or court order legalizing the name/gender change;
2. A marriage license or divorce decree legalizing a name change;
3. A valid passport reflecting the legal name/gender change; and/or
4. Pre-or post-operative documentation from a qualified health care professional certifying gender reassignment.

All Law School records will reflect the new legal name/gender change and will be used for government and accreditation reporting purposes.

VII. The Effect of a Change in the Student and Employee Records to Preferred Name

Students and employees will have the option of selecting which of the following Law School records will reflect their preferred prefix, name, and/or gender.

For students: class rosters
identification cards
email addresses
directory
mailings
diplomas

For employees:
identification cards
email addresses
directory
mailings

Disciplinary proceedings will be conducted using the preferred prefix, name, and gender identification, but the legal name will be attached to the final report.

VIII. Records Retention

All documentation collected under this policy, whether in paper or electronic form, shall be retained permanently.

VIX. Policy Contact and Form Download

For students: Chris Bester, Registrar, at (718) 780-0352 and chris.bester@brooklaw.edu.

For employees: Matthew Burns, Director of Human Resources at (718) 780-0305

The *Brooklyn Law School Name and Sex Change Form* can be downloaded from www.brooklaw.edu and <https://blsconnect.brooklaw.edu/administrative/policies/Pages>.

Disclaimer: This policy does not form a contract of any kind and may be modified, changed, altered, or rescinded by Brooklyn Law School at its discretion.