

Preferred Name/Pronoun Request Form

Beginning in August 2016 students at Lycoming College can indicate their preferred name to the College community regardless of whether or not they have legally changed their name. Completing this form will start the request process.

Places Where Preferred Name is Used:

- Degree Audit Reporting System
- Grade Reports
- Email Address
- ID Card
- Advisee Lists
- Unofficial Transcripts
- Library sign-out process
- Directory Listing (unless you have chosen FERPA Exclusion)
- Class Rosters

Places Where Legal Name is Used:

- Student Accounts
- Financial Aid
- All Tax Documents
- Responses to enrollment inquiries such as verification requests (unless you have chosen FERPA Exclusion)
- Official Transcripts
- College of Education teacher certification records

Please Note: preferred name is used solely for Lycoming College’s internal systems; external systems (such as home-town newspapers, official transcripts, enrollment verifications, etc.) will continue to use your legal first name.

Legal Name
Last, first, middle initial

Preferred Name
Last, first, middle initial

Signature of Requestor	Date
Student ID Number	
Email Address	Phone Number

For Office Use Only

This section completed by the Vice President of Student Life and Dean of Students	
Request Approved By:	Date:

This section is to be completed by Registrar	
School Records Updated By:	Date:

Students should return this form to the Vice President of Student Life and Dean of Students