Hobart and William Smith Colleges recognize that some members of our community use a name, gender, and/or pronoun other than their legal identifiers. The Colleges allow students, and respect their decision, to list their preferred first name, gender, and pronoun regardless of whether or not they have legally changed their name or sex. Individuals are free to select their preferred names provided that it is not for the purpose of misrepresentation (using inappropriate names or using the process to avoid a legal obligation). In addition, individuals will be able to indicate a chosen gender pronoun (him, her, them, etc.).

Please note that some records used by the Colleges’ systems (such as Payroll (including tax documents), Financial Aid, certain health records, and VISA records) are required to carry legal names and thus are unable to accommodate any name other than the student’s legal name. The full Preferred Name, Gender, College Affiliation and Pronoun Policy can be found on the Registrar’s home page.

Preferred Name versus Preferred Primary Name
Students wishing to have a preferred first name appear on course rosters (for faculty and coaches), their student and faculty-facing PeopleSoft systems, and in other Colleges’ systems such as internal health records (to the extent possible), student conduct records, and housing records may submit their Preferred Name on their PeopleSoft student center. Changing your preferred name does not affect your transcript, diploma, e-mail, directory listing, or student identification card.

In addition to having their Preferred Name appear in the places above, students wishing to have a preferred first name as their primary name may indicate their Preferred Primary Name below. Preferred Primary Names appear on all systems named above and on academic records (transcript and diploma), e-mail and directory information, and a student’s identification card. This includes external communications, such as communications with parents and families, if required. Students may indicate a Preferred Primary (First) Name below. Please note that FERPA does require the Colleges to disclose previous primary names in certain situations.

Gender and/or College affiliation
Students may list a gender other than their legal sex below. Their gender identity will be reflected in all Colleges’ systems. Students who change their gender may choose to change their college affiliation (Hobart or William Smith) in order to better match their gender identity. Choosing to change college affiliation may result in a new Dean’s Office assignment.

Chosen Pronoun
Students wishing to change their pronoun identifier can indicate a chosen identifier below. This attribute is reflected on class rosters as well as in the student profile page in PeopleSoft. The attribute is made available to the Colleges’ other systems for use by other offices.

I request the following changes to my Preferred Primary Name, Gender, College Affiliation and/or Pronoun in the Colleges’ systems.

HWS Student ID#: _____________________________

_____ Preferred Primary Name
Current Primary Name: ___________________________ Preferred Primary Name: ___________________________

_____ Gender Identity and/or College Affiliation
Change my gender to: Female Male Non-binary Transgender Unknown
I wish to change my college affiliation to: Hobart William Smith

_____ Chosen Pronoun
The Colleges utilize the following pronouns for selection. Please initial next to your selection:
_____ She/her/hers   _____ He/him/his   _____ They/them/their   _____ Ze/Zie/Hir   _____ Use Name Only

Signature: ___________________________________ Date of Request: __________________________

Office of the Registrar Only

Date Received: __________
Processed by: __________
Date copies sent to all Deans and Student Affairs: __________