



Preferred First Name Policy

Category: Administration

Name of Responsible Office: Inclusion, Diversity, Equity & Accountability

Title of Responsible Executive: Chief Diversity Officer

Date Established: Select a date

Date Last Approved: Select a date

Policy Statement

On August 7, 2020, the State University of New York (SUNY) provided guidance to support SUNY campuses in implementing best practices regarding changes to the use of chosen or preferred name. This guidance is consistent with the Gender Expression Non-Discrimination Act (GENDA), Family Rights and Privacy Act (FERPA) and other federal and state laws. Therefore, Monroe Community College (College) has established this policy and related guidelines that allow students and employees to indicate their chosen or preferred first names to the College community. It is the expectation that all members of the college community honor the use of a preferred name when requested, with the exceptions noted below.

Policy

Includes the purpose and core provisions of the policy.

Monroe Community College allows students and employees to notify the College of their preferred first names even if they have not changed their official/legal names. This policy is consistent with current SUNY guidance protecting students and employees against discrimination based on gender identity and expression and is a best practice for supporting transgender and gender non-binary members of college communities.

This change will be reflected in on-campus communication systems, as long as the preferred first name is not used for purposes of misidentification, fraud, or misrepresentation and that the preferred first name meets community standards (e.g. not profane, obscene, or derived from hate-speech; and conform to technical requirements). There are limits to where preferred first names will be reflected in college communications. This service is not limited to use by transgender and gender non-binary students and employees, however, and is available to anyone who uses a preferred first name daily other than their legal/official first name.

The preferred first name is used for internal communication and certain external communications (e.g. website staff pages). Internal applications for the use of approved preferred first name include but may not be limited to:

- School I.D (**May be reissued**)
- Residence halls

- MyMCC
- Class Rosters
- Outlook Email Display Name and Email Address
- Degree Works
- Student Profile
- Online Directory
- Starfish

- Faculty Grade Entry
- Final Grade Submission
- Student Registration
- Diplomas (**Available upon request**)

The College is obligated to use the legal first name for many official records and reports, including but not limited to:

- Official transcripts
- Enrollment verifications
- Third-Party Database Systems
- Paychecks
- Medical Records
- Financial Aid Documents
- Federal Immigration Documents
- Student Records
- Federal and State Requests for Information
- National Student Clearinghouse
- Academic Certifications
- Employment and payroll records
- Billing records
- Employee benefits records
- Enrollment reporting
- Expense reimbursements
- Travel and purchasing authorizations
- Law enforcement records

Requests for use of preferred first name shall be limited to one per academic year. For more information about the preferred name policy contact:

For Students:

Registration and Records Office
Building 6, Room 203
Phone: (585) 292-2300

For Employees:

Office of Human Resources

Building 6, Room 301
Phone: (585) 292-2048

For additional support, please contact:

Inclusion, Diversity, Equity, and Accountability (IDEA)

Building 1, Room 300 F
Phone: (585) 292-2125
diversity@monroecc.edu

Policy Subsection

Often more complex policies will require the policy statement section to include one or more sub-sections to provide clarity and increased readability. (e.g., Subsection A., Subsection B.)

Background

Explain why the policy has been created. If the policy relates to a specific law, regulation, or compliance standard, explain how the policy document is designed to address that issue.

This policy is consistent with Diversity, Equity, and Inclusive higher education practices supporting individuals against discrimination based on gender identity and expression, and is best practice for supporting transgender, gender non-conforming, and all members of the college community. This policy is also intended to align with current SUNY guidance to encourage an environment for personal expression within community standards.

Applicability

Brief statement or paragraph about who this policy will apply to. (e.g., this policy applies to all members of the College community including but not limited to affiliated organizations, faculty, staff, students, volunteers, vendors, guests, and visitors.)

This policy applies to all members of the college community including employees and students.

Definitions (if applicable)

Cisgender- Denoting or relating to a person whose sense of personal identity and gender corresponds with their sex assigned at birth

Transgender- Denoting or relating to a person whose sense of personal identity and gender does not correspond with their birth sex. A trans male has transitioned or is transitioning F->M. A trans female has transitioned or is transitioning M->F.

Gender Nonbinary- Denoting or relating to a person whose behavior or appearance does not conform to prevailing cultural and social expectations about what is appropriate for their gender

Gender Fluid- Denoting or relating to a person who does not identify themselves as having a fixed gender

Queer- Denoting or relating to a sexual or gender identity that does not correspond to established ideas of sexuality and gender, especially heterosexual norms

Intersex- A term used for a variety of conditions in which a person is born with a reproductive or sexual anatomy that doesn't seem to fit the typical definitions of female or male

Misgendering- Refers to an inadvertent or more commonly intentional reference to a nonbinary person or transgender or transitioning person by a binary sex assignment or pronouns that do not match their gender identity or expression, or that are not their chosen pronouns (s)

Deadnaming- The use of the birth or other former name of any of the above categories of people without their consent when the individual has identified a different name or pronoun

Related Information (if applicable)

College Documents

[Preferred First Name Request Form](#)- *(This will be in a dynamic form version)

FAQ Document

[Personal Information Change Form - Students](#)

Other Related Documents

SUNY Memorandum- Guidance on Gender Markers and Chosen Name

[Gender Expression Non-Discrimination Act](#)

[Family Education Rights and Privacy Act](#)