Preferred First Name Policy

Executive Summary of Feedback Received from the Policy Portal

Seven individuals submitted comments in the policy portal during the Preferred First Name Policy comment period. There was a total of 10 separate comment/questions that are addressed below.

1. **Positive Feed back**

Three comments noted that this is an important part of creating an inclusive community, that it is well thought out and reduces barriers for students who may struggle to self-identify to others their preferred name.

Administrative Response:

In line with SUNY guidance, MCC administration continues to work to build and encourage inclusion, equity, diversity and accountability on our campus.

2. **Role of the College**

One respondent commented about including a statement regarding the obligation of the college community to honor the preference.

Administrative Response:

The Policy Statement will be edited to reflect that it is our expectation that all members of the college honor the use of a preferred name. Using appropriate names signals your willingness to be inclusive to everyone and reinforces the College's vision

3. **Grammar and Editing**

One commenter suggested rearranging contents of paragraph 1-2.

Administrative Response:

Paragraphs 1 and 2 have been modified to reflect suggested change.

4. **Procedural Criteria**

One respondent commented how will the criteria for community standards of a preferred name be judged.

Administrative Response:

The policy states that criteria for a preferred name must meet community standards, which include that it is not profane, obscene or derived from hate-speech; and conform to technical requirements. There are many reasons a student or employee may request the use of a preferred name including having name that reflects gender identity, a nickname, a name that is easier to pronounce or to distinguish oneself from someone with a similar name. Registration and Records will approve or deny student requests and Human Resources will approve or deny employee requests. Each respective department

will be responsible for providing a rationale for the denial of a preferred name. Both departments will participate in training on the criteria for this process.

5. Internal Documentation

One respondent commented about how preferred names will be documented on class rosters and other internal documentation, both in person and fully online classes. It was also suggested that gender pronouns be included on the roster as well for future consideration.

Administrative Response:

The preferred first name will be the only first name listed on the class roster, both in person and online. Legal name will not be listed to avoid confusion. We also take the listing of pronouns and will continue to have further conversations about the use of pronouns in college processes and documents that align with changes in local and national policies or procedures. We receive guidance from SUNY and from nationally accredited program ATIXA.

6. Proctored Test Assignments

One respondent commented that they use MCC ID or ID issued by the government to verify student identity when teaching online/remote classes. They questioned whether there will be a recommendation for students to have an MCC ID with their preferred name on it so that is matches the name in the roster, since a government issued ID would have their legal name on it.

Administrative Response:

The FAQ document has been edited to include a question about changing MCC photo ID card. It has been edited to add that we recommend a student update their photo ID with their preferred name. When verifying student identity, college assigned M number should be the default identification requirement as that does not change regardless of the preferred name.

7. Terminology

One respondent commented questioning the use of Gender Non-Conforming in the FAQ document and whether this is the best term to use.

Administrative Response:

The term gender non-conforming will be updated in the Policy and FAQ document to gender non binary. We will continue to review and revise this document in line with current inclusive terminology as outlined by the Human Right Campaign or the American Civil Liberties Union (ACLU).