

## Policy Title: Chosen Name Policy

### Summary

This policy is consistent with Title IX federal law protecting students against discrimination based on gender identity and expression. This service is available to certain individuals who use a chosen name on a daily basis other than their legal/primary first name.

The purpose of the chosen name policy is to foster a campus environment that both encourages self-expression and affirms identity.

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### Policy

Paul Smith's College supports that current students, former students, faculty and staff may use names other than their legal name to identify themselves, regardless of whether they have legally changed their name.

#### **What qualifies a student to use a chosen name?**

Any student who uses a name other than their legal name. Examples of reasons to use a chosen name can include:

- Student's legal name is inconsistent with their gender identity
- Student primarily uses their middle name instead of their first name
- Student goes by a nickname significantly different from their first name
- International students or other students who wish to adopt an English language nickname during their course of study

Note: Nicknames that are common abbreviations of first names (such as "Joe" for "Joseph" or "Kate" for "Kaitlyn") are not covered under this procedure.

Chosen name changes are not to be used for purposes of misidentification, fraud or misrepresentation. A student's chosen name must meet community standards (i.e. not profane, obscene, or derived from hate-speech).

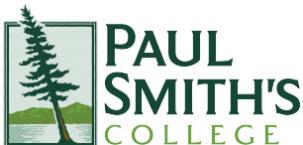
#### **Where will my chosen name appear?**

After the below form is processed, these are places and technology systems where a chosen name will be used or will appear as a person's display name:

- ID Badges (Campus Safety)
- Email Account and Active Directory Authentication: display name (IT)
- Pyramid (Health Services and Counseling Center)
- Report Exec (Campus Safety)
- Sirsidynix (Library)
- Canvas: display name
- Office 365: display name

There are some spaces where a student's legal name is required by law to be used:

- Background Checks



- Employment information and time cards
- Responses to enrollment inquiries such as verification requests
- Official Transcripts
- Licensure Paperwork
- Student Billing/Accounts
- Financial Aid & Scholarship Records
- Medical Records
- Immigration Documents
- Admissions Records
- Email Account and Active Directory Authentication: user name

Because of some technological barriers, there are some technology systems where a student's legal name will still appear.

- Starfish
- Self service
- Target X
- Raisers Edge
- PowerFAIDS

\*Note: The institution is in the process of updating technology systems, which will allow for a chosen name to be used in some of the above systems in the future.

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## Definitions

### What is a chosen name?

For the purposes of this procedure, a chosen name is a first name used on a daily basis that is significantly different from the student's legal first name.

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## Other Related Information

### What if I've made a legal name change?

Students who have completed a legal name change should submit documentation to the Registrar's Office.

### Class Rosters

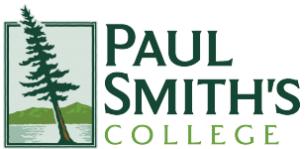
Paul Smith's College is currently unable to add the chosen name to class rosters. This is a project under review. In the meantime, students can utilize the below letter to assist in having this conversation with their class faculty.

Dear [name],

I am a student in your [insert class name]. The purpose of this email is to inform you that I would appreciate it if you referred to me as: CHOSEN NAME: \_\_\_\_\_ PRONOUN: \_\_\_\_\_

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On your class roster, you'll see \_\_\_\_\_, which is my legal name. Please refer to me by my chosen name instead of by my legal name. If you have any questions regarding this



request, please contact the Title IX Coordinator. Thank you for your understanding, and I look forward to seeing you in class.

Sincerely, [chosen name]

#### **Pronouns**

Paul Smith's College seeks to cultivate a community in which the asking, sharing, and respecting of a person's pronouns is a common practice. Referring to people by the pronouns they identify with is a relatively easy and fundamental way to give meaning to a core Paul Smith's College value. In contrast, referring to people by the wrong pronouns, especially intentionally, can have a negative, devaluing impact. The English language has a number of pronouns that are used to describe an individual, which include and are not limited to she/her/hers, he/him/his, and they/them/theirs. As we seek to sustain the practice of sharing, asking for, and respecting pronouns, Paul Smith's College provides pronoun pins and stickers. They can be found in the Counseling Center.

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#### **Procedures**

##### **How can I request the use of a chosen name?**

Students who use a chosen name may submit a request form, found below, directly to Title IX and Compliance Office, located in Administration 001, for review. Be sure to fill out all fields before submitting it. Students will be notified once the review has been completed. The Title IX and Compliance Coordinator will then notify all relevant departments and system administrators. Those departments and system administrators will then input the chosen name into the respective technology systems. While some of these systems can be updated immediately, others may have a delay.

Your chosen name can be changed no more than once per academic year and twice during your tenure at Paul Smith's College (barring extenuating circumstances).

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