
Policy: Pronoun and Chosen Name Policy

Policy No: 1.06

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PRONOUN AND CHOSEN NAME POLICY

Policy Statement

SUNY Sullivan recognizes that students may not use the name that they were assigned at birth, and may use a first or middle name other than their legal name to identify themselves. The college recognizes that for a variety of reasons students may not wish to go through a legal name change or may be in process of doing so, but wish to have their records reflect their chosen name before the process is complete.

The college will use a student's chosen name, whenever and wherever possible, unless the student's legal first name is required by law and make a good faith effort to update reports, documents and systems accordingly.

Definitions

Legal Name

The person's name identified on government identification or legal documents. A person's legal name is generally the name given and registered at birth, and which appears on a birth certificate, but may subsequently change.

Chosen Name

First or middle name by which a student may wish to be known or has chosen to be called, that differs from their legal first or middle name. This mechanism is intended for those who wish to utilize a name of their choosing instead of, or in addition to, their legal name.

Scope

There are some areas where restrictions could apply to using your legal name. We continue our work to ensure as many systems as possible can accommodate your name change. The college is required to use the legal first name for many official records and reports, including, but not limited to:

- Financial aid documents
- Official transcripts
- Medical records
- 1098-T Tax Forms
- Paychecks and/or Paystubs/Student employment records
- International student records/Federal Immigration Documents
- Reporting to state and federal agencies

Students who change their legal name may update their legal name of record through the Registrar. A legal name change will not impact students' ability to select a chosen name.

Chosen name will be used in the following areas and services:

- ID card
- Name field in the college email address
- Windows sign-on display
- Brightspace
- Learning management systems
- Class rosters
- Grade books and rosters
- Mid-term evaluations
- Final grade submission

If you find a place where your chosen name is not being used, please contact the Registrar located in the One Stop.

SUNY Sullivan employees must use a student's chosen name whenever possible, and referring to a student by a different name for the purpose of misgendering them violates the college's Discrimination and Harassment Policy. Students who experience problems related to misuse of their chosen name, or who experience discrimination, should contact Alex Alorro, SUNY Sullivan's Chief Diversity Officer at aalorro@sunysullivan.edu.

Use of Pronouns

SUNY Sullivan encourages students, faculty, and staff to ask community members about the pronouns they want used. One way to do this would be to ask, "What pronouns do you use?" Another is to introduce yourself with your own pronouns, "Hello, I'm Tom and I use he/him pronouns."

Gender Pronouns are the words that an individual uses for themselves in place of their name. Asking and correctly using someone's pronoun is one of the most basic ways to show respect for their gender identity. She/her/hers, he/him/his, and they/them/their are examples of commonly used pronouns, but are not the only pronouns that a person may use.

Gender Neutral Pronoun refers to a pronoun that is not associated with a particular gender, and does not imply male or female. Many English pronouns are gender neutral, including they and them. Some people may use other gender neutral pronouns including ze/hir/hirs.

When someone is referred to with the wrong pronoun, it can make them feel invalidated, dismissed, and alienated. It is as if their identity has been erased.

Continued and prolonged use of the incorrect name and/or pronouns can be considered harassment and will be addressed under SUNY Sullivan's Harassment, Discrimination & Violence in the Workplace Policy.

Diploma Name

Your chosen name will show up on diplomas upon request. Use of legal name on diplomas may be recommended, especially for international students, but it is not required. Using your legal name will help you in the event that an employer or government wants to match your diploma to your academic record.

Email and Google Apps

Your email address will update to your chosen first name. Emails sent to your previous email address will forward to your new email address.

College Directory

Your chosen name will show up in search results, class rosters, in Brightspace and most college correspondence.

Once you have updated your name, mail sent to your home address will typically use your chosen name. However, mail may be sent in your legal name, depending upon the purpose of the mailing (i.e. financial aid or bills)

ID Card

You can request a new identification card which can display your chosen name. To receive an updated Identification Card at no cost, you will have to turn in your current ID. The ID Office is located in the One Stop.

Note: Your reprint of an ID Card after requesting a name update will be free of charge for Students, Faculty and Staff.

Related Policies:

- [4.22.1 Sexual Harassment Response and Prevention Policy](#)
- <https://www.suny.edu/suny-news/press-releases/6-22/6-8-22/chosen-name.html>