



<b>SUBJECT:</b>  Chosen Name, Chosen Pronoun, and Gender/Sex	<b>NUMBER:</b>  2.38 (and 3.22)
	<b>DATE:</b> January 23, 2023 Resolution # 23-05
	<b>SUPERSEDES:</b>  N/A

***Purpose***

In support of diversity, equity, and inclusivity, this policy provides students and employees with the opportunity to use a Chosen Name and/or Chosen Pronoun and to identify “x” as their gender or sex.

***Policy***

SUNY Schenectady supports students and employees who wish to use a Chosen Name and/or Chosen Pronoun regardless of whether they have legally changed their name or gender.

**Chosen Name:** The name by which a person wishes to be addressed in place of their legal name.

**Legal Name:** A person’s name as indicated on government and legal identification and documents.

**Chosen Pronoun:** The pronoun(s) by which a person chooses to identify.

To the extent possible, and when not bound by regulatory or legal requirements, the College will take steps to implement the use of employee and student Chosen Names and Pronouns across College systems. The College expects that members of the campus community will use individuals’ Chosen Names and Chosen Pronouns upon request. This policy aligns with the State University of New York Board of Trustees Policy (#7809) which supports the use of Chosen Names and Chosen Pronouns for implementation by the Fall 2023 semester<sup>1</sup>.

Further, SUNY Schenectady supports members of the campus community who wish to identify “x” as their gender or sex. In compliance with laws and regulations, individuals will be provided the option of “x” for sex or gender, for New York State purposes, with implementation by December 31, 2022<sup>1</sup>.

***Procedures***

Chosen Names and Chosen Pronouns may not include symbols, exclusive of apostrophes, hyphens, or periods, numbers, or any direct or perceived reference to illegal activity. Nor may they include the usage of any language that may be hurtful, offensive, marginalizing, or used to avoid legal obligations or for illegal purposes. Chosen Names and/or Chosen Pronouns may not be used for commercial or promotional

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<sup>1</sup>Stanley, D. (2022, August 9). *SUNY campus Chosen Name and Pronoun policies* [Memorandum]. State University of New York Chancellor’s Office.

purposes and as such may not be a company name, group name, message, or the like. Only the first name may be designated for the Chosen Name; the last name must remain the same as a student's legal last name. Thus, one's full name is their chosen first name and legal last name. Individuals' legal name will continue to be used in College related systems and reporting as applicable.

SUNY Schenectady does not anticipate denying the use of a Chosen Name and/or Chosen Pronoun; however, the College reserves the right to do so for reasons including but not limited to misrepresentation or avoidance of legal obligation or the violation of other College policies. In cases of alleged inappropriate use or misrepresentation, students will be referred to the Dean of Student Affairs. Matters involving employees will be referred to Human Resources.

The College utilizes multiple systems, applications, and forms to manage its operations and it is continually updating software and incorporating new electronic and other files. Employee and student Chosen Names and Chosen Pronouns will be integrated into College systems where possible to facilitate their appearance on documents such as course rosters. However, despite the College's intention to support the use of individuals' Chosen Name and Chosen Pronouns not all systems and forms support their display. As it becomes possible to implement Chosen Names and Chosen Pronouns into College systems, SUNY Schenectady will make a good faith effort to update systems and records where possible. Specific systems and records where the College will use a Chosen Name and Chosen Pronoun include class rosters, email display name, windows sign in, College ID Card, and the College's Learning Management System. Changes to one's Chosen Name for use in College systems may be made a maximum of one time per calendar year. Individuals who wish to have their College ID card changed to include their Chosen Name after they have already gotten one may do so via the College Bookstore and, consistent with College procedures, must pay the fee for reprinting a College ID card.

Where necessary by law, as needed for compliance or procedural purposes, and in official interactions with law enforcement, employee and student legal names will be used. Other forms of communication or processes which may require the use of employee and student legal names include, but is not limited to, transcripts, Financial Aid applications and records, state and federal reporting, student employment records, international student records, medical records, and the National Student Clearinghouse. Thus, employees and students who utilize a Chosen Name and/or a Chosen Pronoun should always be prepared to reference their legal name and provide corresponding identification, as necessary. Students are required to provide their legal names on their admissions application and employees are required to provide their legal names on their employment application.

In alignment with the Family Educational Rights and Privacy Act (FERPA), the College allows the release of directory information in certain circumstances. This would include the release of students' Chosen Name and Chosen Pronoun. As such, neither should be considered to be for private use by the College.