



Policy 3002/4002 (formerly E.32/F.20): CHOSEN NAME POLICY

Policy Category: Human Resources/Students

Responsible Administrator: Assistant Vice President for Human Resources/College Associate Dean for Master Schedule/Registrar

Related Procedures and Documents:

[Chosen Name Request](#)

[Records Change Information](#)

[Request to Prevent Disclosure of Directory Information](#)

[Discrimination/Harassment/Retaliation Complaint Form](#)

[Non-Discrimination Notice](#)

[Title IX Webpage](#)

Related College Policies:

[Equal Opportunity and Anti-Discrimination Policy](#)

[Sexual Harassment Policy and Grievance Procedure for Employees](#)

[Sexual Harassment Policy and Grievance Procedure for Students](#)

[Student Records Policy](#)

I. SCOPE

This policy applies to and is binding on all current College employees and students.

II. POLICY STATEMENT

Suffolk County Community College (College) seeks to create an environment respectful of personal and social expression in the spirit of representing our diverse community. Students and employees alike may wish to be accurately represented and identified by a first name that differs from their legal name because this is an important part of their identity and expression. The College values and supports students' and employees' decision to wish to be addressed by their chosen first name. This Policy is consistent with current law and regulation prohibiting discrimination based on gender identity and expression, and is a best practice for supporting transgender and gender non-conforming members of the College community. However, all members of the College community are free to use this Policy to request that they be addressed by their chosen first name.

III. DEFINITIONS

- A. *Legal Name:*** A name that appears on an individual's passport, driver's license, birth certificate, visa, military identification, or U.S. social security card.

- B.** *Chosen Name:* A name that an individual wishes to be known or identified by in the College community that is different from their legal name; this can include nicknames, aliases, and/or chosen names. The use of profane, obscene, hate-speech-derived, offensive or derogatory names will not be permitted as a chosen name.

IV. POLICY

- A.** All members of the College community will have an option to identify their chosen name as their preferred first name. An individual's last name will be recognized as their legal name in all cases. Unless the use of the individual's legal name is required, the chosen name will be utilized when reasonably possible, including in the following areas: student learning management system such as D2L/Brightspace, College email, degree audit programs such as Degree Works, identification cards, student roster, and locations within MySCCC where one's name appears, as technology becomes available to support chosen names. The College will honor only one request for use of a chosen name per academic year, absent extenuating circumstances.
- B.** The College cannot utilize an individual's chosen name in documents and records that require the use of the individual's legal name, including but not limited to: admissions records, discipline records, certain employment and personnel records, enrollment verification, financial aid records, law enforcement records, medical records, official transcripts, paychecks and tax documents, contracts, and Public Safety records.
- C.** Under the Family Educational Rights and Privacy Act (FERPA), a student's name, including one's chosen name, may be disclosed to the public as "directory information," unless the student elects to opt out of permitting such disclosure. Please see the "Related Procedures and Documents" listing at the top of this Policy for a link to information on how to opt out of such disclosure.
- D.** The College will make a good faith effort to update reports, documents, and systems that are designated to use one's chosen name. This will be a continuing process as technology evolves, advances, and adapts.
- E.** Students, faculty, and staff are encouraged to give serious consideration to their choice of a chosen name. This choice may be permanently reflected in documentation furnished to others by the College in the future.
- F.** The College reserves the right to remove any chosen name from College records without prior notice to the individual due to the misuse or abuse of this Policy, including but not limited to, fraud, misrepresentation, or attempting to avoid legal obligations. Under these circumstances, the individual will be informed, in writing, after such removal.

V. RESPONSIBLE OFFICES

Individuals who have questions about this Policy or who wish to exercise their option to indicate a chosen name should contact the responsible office indicated below:

If you are a student, please contact the Registrar:

College Associate Dean for Master Schedule/Registrar
533 College Road – NFL Building Ste. 120
Selden, NY 11784-2899
(631) 451-4008

If you are an employee, please contact the Office of Human Resources:

Assistant Vice President, Human Resources
533 College Road – NFL Building Ste. 124
Selden, New York 11784
(631) 451-4239

Individuals who wish to appeal a denial of their request to use a chosen name by one of the offices identified above may submit a written request for reconsideration to:

If you are a student, please submit your written request for reconsideration to:

Vice President for Student Affairs
533 College Road – NFL Building Ste. 120
Selden, NY 11784-2899
(631) 451-4118

If you are an employee, please submit your written request for reconsideration to:

Chief Diversity Officer / Title IX Coordinator
533 College Road – NFL Building, Ste. 230
Selden, New York 11784
(631) 451-4950

VI. REFERENCES

- Title IX, Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* (nondiscrimination based on sex in education programs and activities)
- Title VII, Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.* (nondiscrimination based on sex in employment)
- NYS Executive Law Article 15 (New York State Human Rights Law)
- NYS Labor Law § 201-g (sexual harassment prevention policy requirements for employers)
- 9 NYCRR § 466.13 (discrimination on the basis of gender identity)

VII. POLICY APPROVAL AND REVISION DATES

Board of Trustees Approval: 5/16/19; Revised: 10/20/2022