

(PROCEDURE)

Procedure:	Student Chosen Name, Pronoun, and Gender	Procedure No.:	AA4014.1
Delegated Authority:	College President	Associated Policy Reference No.:	AA4014
Procedure Owner:	Vice President for Academic Affairs	Responsible Party:	Registrar
Approved:	March 21, 2024		
Revised:	(DATE)		

Purpose

The purpose of this procedure is to support SUNY Broome students who wish to use a Chosen Name, Chosen Pronoun, and/or Chosen Gender regardless of whether they have legally changed their name or gender.

Statement of the Procedure

The Chosen Name may not include symbols, however apostrophes, hyphens, or periods may be used. The Chosen Name may not include 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. The Chosen Name may not be used for commercial or promotional 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 names will continue to be used in College related systems and reporting as applicable.

Process for changing Chosen Name, Chosen Pronoun, and/or Chosen Gender

If a student wishes to change to a Chosen Name, Chosen Pronoun, and/or Chosen Gender they would follow these steps:

- 1) Go to the 'Forms' link on the [Registrar's webpage](#), then click on the 'Student Chosen Name, Pronoun, and Gender Change Form'.
- 2) Complete the form and submit it with a copy of their photo ID to: registrar1@sunybroome.edu.
 - a. If the student is requesting a change to their personal pronoun, please indicate one of the following:
 - i. She, Her, Hers, Herself
 - ii. He, Him, His, Himself

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- iii. They, Them, Theirs
 - iv. Other
 - v. No Preference
 - b. If a student is requesting a change to their gender designation, please indicate one of the following:
 - i. Woman
 - ii. Man
 - iii. Non-Binary
 - iv. Unknown
3. Students may also complete this request by visiting the Registrar's Office to fill out the form. They must present a picture ID.

When the request has been reviewed and processed, the student's record will be updated accordingly and the student will be notified of the change by the Registrar's Office.

SUNY Broome 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 else 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.

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 Office of Public Safety and, consistent with College procedures. Fees for replacing one's College ID card apply.

Where necessary by law, as needed for compliance or procedural purposes, and in official interactions with law enforcement student legal names will be used. Other forms of communication or processes which may require the use of 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, 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 name on their college admissions application and are required to provide their legal name on their student employment application.

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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.

Related Policies (by number)

AA4014 Student Chosen Name, Pronouns, and Gender Policy

To Whom it Applies (title or department)

SUNY Broome Students

General Guidelines

Definitions

For purposes of this procedure, the following definitions apply:

- **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.
 - She, Her, Hers (for someone who may identify as female)
 - He, Him, His (for someone who may identify as male)
 - They, Them, Their (for someone who may not identify as strictly male or strictly female.)
- **Chosen Gender:** The gender by which a person chooses to identify. (Male, Female, or X)

Appendix

Ex. Written communication, location

Forms for Further Clarification of Procedure

[Student Chosen Name, Pronoun, and Gender Change Form](#)

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