

OFFICE OF ACADEMIC AND STUDENT AFFAIRS

Policy: Institutionally Recognized Name Policy

Policy Number:

| PROPOSED NEW POLICY OR POLICY SECTION | SOURCE & RATIONALE |
|---|--|
| <p>The College's Institutionally Recognized Name policy* allows students and employees to officially notify the college of their Institutionally Recognized name(s) and pronoun, and have this request reflected in on-campus communication systems (e.g., Colleague, Email, Blackboard, Maxient, Campus CE, Housing, Slate, Starfish, Web Advisor, TutorTrac, etc.) as long as the Institutionally Recognized name is not used for purposes of misidentification, fraud or misrepresentation, and that the Institutionally Recognized name meets community standards (i.e. not profane, obscene, or derived from hate-speech, is not considered a violation of a trademark, and conforms to technical requirements). Including, but not limited to, support of the LGBTQ+ community, international students, nicknames and/or individual partiality, Institutionally Recognized names are limited to alphabetical characters, a hyphen (-) and a space.</p> <p>The institution must apply the individual's legal first name for designated official records and reports including but not limited to: employment and payroll records, billing records, financial aid documents, official transcripts, medical records, employee benefits records, enrollment reporting, expense reimbursements, campus safety incidents, federal and state tax submissions and documents, travel and purchasing authorizations, and federal immigration documents.</p> <p>The college reserves the right to revoke or deny the use of any Institutionally Recognized name request at any time with notification to the individual.</p> <p>* The aforementioned policy will be updated as institutional technology infrastructure advances.</p> | <p>This policy is consistent with Diversity, Equity, Inclusive higher education practices supporting individuals against discrimination based on gender identity and expression, and is best practice for supporting transgender, gender non-conforming, and all members of the college community.</p> |

Applicability of the Policy

All full-time and part-time students as well as all employees should be familiar with this policy.

Definitions

None

Related Documents

- FLCC Non-Discrimination Policy
- Sexual Misconduct Non-Discrimination Policy for Students
- Use of Identification Cards Policy

Procedures

Institutionally Recognized Name Policy Procedures

Forms/Online Processes

- Institutionally Recognized Name Form: [https://flcc.formstack.com/forms/Institutionally Recognized_name](https://flcc.formstack.com/forms/Institutionally_Recognized_name)

Appendix

- None