

Policy on Chosen First Name Process and Procedure
Policy Number 70003.1

Type of Policy:	Administrative
Last Revised:	March 9, 2023
Review Date:	March 9, 2026
Contact Name:	Derwin Bennett
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Reason for Policy:	<p>SUNY Cobleskill recognizes that some individuals wish to use a name other than their legal or official name of record to identify themselves in day-to-day use.</p> <p>The College acknowledges that a Chosen First Name can and should be used where possible in the course of college education, business, and communication. This policy is limited to first names and not surnames or family names.</p> <p>This policy is in line with SUNY's Chosen Name and Pronoun Resolution.</p>
Policy Statement:	<p>A Chosen First Name is a name that you choose to be called. It is different from the name assigned to you at birth. Chosen First Names are also different from your legal or official name of record.* SUNY Cobleskill recognizes that some individuals may use "chosen name," "lived name," and/or "preferred name."</p> <p>Chosen First Names are important to members of our campus community for many reasons and are an important way to properly address someone. For some individuals, a Chosen First Name expresses their gender identity in a more affirming way. The usage of a Chosen First Name, for some, is an active way to avoid reminders of trauma. Chosen First Names provide international students a way to use a westernized name that may make them feel more comfortable in their new living and learning environments. Whatever reason an individual has for a Chosen First Name, this policy communicates to individuals that they are recognized, accepted, and celebrated on our campus.</p> <p>*For non-U.S. citizens, the official name of record is the passport name. The College extends this process in order to help foster a more welcoming, supportive, and affirming campus climate for all members of the campus community.</p>

Allowable Name Formats

Many members of the SUNY Cobleskill community use a first name that differs from their legal first name. Allowable name formats include, but are not limited to:

- A shortened derivative of a name (e.g., “Sue” for “Susan”)
- A middle name instead of a first name
- First and middle initials (e.g., “A.J.” for “Andrew John”)
- An anglicized or westernized name (e.g., “Peter” instead of “Xingyu”)
- A name that better represents the individual’s gender identity
- A name that the individual is in the process of legally changing

The College will not accept a chosen first name that is vulgar or offensive, obscene, fanciful, or creates confusion of the individual with another person or group of people. Names perceived as such will be managed on a case-by-case basis between the individual submitting a request and the Office of the Chief Diversity Officer.

The College will not ask applicants to provide supporting information as to why they seek to be known by a Chosen First Name.

Policy History:

Revision Date	Author/Owner	Description of the action on the revision date
March 9, 2023	Derwin Bennett/Chosen Name Policy Action Group	Adoption of the Policy
March 16, 2023	DEI-C	Endorsement of the Policy