



Success. It's In Our Nature.

**Policy Name:** Institutionally Recognized Name

**Policy Number:** None

**Functional Area(s) Responsible:** Academic & Student Affairs

**Owner(s) of Policy:** Academic & Student Affairs

**Most Recent BOT Approval Date:** January 2021

**Most Recent Review Date:** Fall 2022

**Most Recent Review/Revision Type:**  none  minor/non-substantive  substantive/extensive

**Policy Statement:**

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, Brightspace, Maxient, Campus CE, Housing, Slate, Starfish, My.Flcc, , 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.

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.

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.

\* The aforementioned policy will be updated as institutional technology infrastructure advances.

**Reason(s) for Policy:**

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.

**Applicability of Policy:**

All faculty, staff, prospective and accepted students should be familiar with this policy.

**Definitions:**

None

**Related Documents:**

- FLCC Non-Discrimination Policy
- Title IX Policy
- Use of Identification Cards Policy

**Procedures:**

Students can complete the Institutionally Recognized Name Form on the Office of Community Standards and Counseling webpage or through My.flcc. Employees can complete the Institutionally Recognized Name form on the Human Resources intranet site or through My.flcc. For incoming FLCC students who select to utilize the FLCC IRN policy, system updates and notifications will take place within three business days of course registration. For current students or incoming/current employees who select to utilize the FLCC IRN policy, system updates and notifications will take place within three business days of the initial request.

Once the IRN is approved, if the first initial of the individual's name changes, they will be instructed to obtain their new My.flcc username and password. Requests for use of an Institutionally Recognized name shall be limited to one request per academic year. Every individual at Finger Lakes Community College has the right to be addressed by a name and pronouns that correspond to their gender identity. If a request is received in which a reasonable person believes the request is for the purposes of misuse/misrepresentation, or if the requested change could cause disruption to the community, the request will be reviewed by the committee on campus. The decision of the committee will be final and the individual will be notified of the decision. The committee will be made up of the following individuals:

- Title IX Coordinators (2)
- Sr. Director, Office of Student Well-Being (1)
- Chief Diversity Officer (1)
- Civil Rights Compliance Officer (1)

The aforementioned procedures will be updated as institutional technology infrastructure advances.

**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