

Chosen Name Policy

The purpose of the Chosen Name Policy is to allow a chosen name to be displayed in various College systems and communications. The Chosen Name Policy will allow members of the College community, including students and staff, to go by a chosen first name that differs from their legal name. This policy is limited to first name and not surname, middle name or family name.

Monroe County Community College recognizes that many individuals prefer to go by first names that are different from their legal names. As long as the use of this chosen name does not impact the College's compliance with state and federal laws, the College will make every effort to display an individual's chosen name in College systems and communications.

Therefore, it is the policy of the College that any individual may indicate a chosen first name in addition to their legal name, which will be displayed in College systems and in communication correspondences from the college, except where the use of the legal name is required.

Chosen name will be used/displayed on class rosters, Dean's Lists, Faculty Advisee Lists, Library records, Learning Assistance Lab records, Fitness Center, Student ID cards, email display name, mailings and emails whenever legally possible.

Legal name will be used on certain records, including transcripts, diplomas, grade reports, enrollment verifications, financial aid documents, IRS forms, paychecks, payroll records, retirement records, and other records that require use of a legal name of record.

- Students and staff will not get to pick where chosen name is displayed or used, if a chosen name is provided, it will be used in most communications from the college and may be displayed in college publications. Mail sent from the college may contain chosen name. Chosen name should not be considered a "private" name for use at the College only.
- The creation of student user name for logging into College systems, will be based on legal name. However, chosen name will be used for the email display name.
- Students and staff may choose to use chosen name on college ID cards.
- An individual's chosen name will be linked with their legal name, which will continue to be shown on various records where use of the legal name is required by law or College policy.

The College reserves the right to remove, with or without notice, a chosen first name if it is used inappropriately, including but not limited to, avoiding a legal obligation or misrepresentation. The college will make an effort to communicate with a student before a chosen first name is removed. If chosen middle and chosen last names are entered in MyWebPAL, they will be administratively removed.

Individuals may provide chosen name on the Admissions Application and will have access to manage chosen first name via MyWebPAL by clicking on "student profile".