

AP 5041 Student Name(s)

References:

Title IX, Education Amendments of 1972, 42 U.S.C. 1681

Clatsop Community College is committed to providing an inclusive, supportive and non-discriminatory learning environment for all students and to ensuring that every student has equal access to the College's educational programs and activities. The College recognizes that some students may prefer to use names other than their legal names to identify themselves. The College further recognizes that students may wish to identify by a preferred gender other than their sex assigned at birth.

A "lived name" and "preferred gender" may be used when possible on certain documents and unofficial records maintained by the College, and in situations where a legal name and gender are not required by state or federal law. The College retains the right to deny requested lived names or preferred gender when appropriate. Clatsop Community College allows more flexibility to list students with their lived names and preferred genders whenever possible.

The following guidelines and procedures have been established to help clarify the use of lived names and gender at the College. Students may not use a lived name or gender for inappropriate purposes, such as fraud or misrepresentation.

A. Definitions

For purposes of this Administrative Procedure, the following definitions apply:

Legal Name: A name designated on official government issued documents including but not limited to birth certificates, passports, social security cards, immigration documents and identification cards or permits. In order to change a person's legal name, a court order is required.

Lived Name: A name that a person can designate on college-related unofficial documents and records, as defined below, in place of the person's legal name and in furtherance of their preferred gender, **familial status, or personal choice**. It is the name that the person wishes to be known or identified by and is different from the person's legal name.

Sex Assigned at Birth: This refers to the sex designation recorded on an infant's birth certificate should such a record be provided at birth.

Gender Identity: This refers to an individual's internal sense of gender. A person's gender identity may be different from or the same as the person's sex assigned at birth.

Preferred Gender: The gender identity that a person wishes to designate on College related documents and unofficial records.

Official Records: Official records are those records the College is required to maintain as part of a student's permanent record and which are required, by state or federal law or college policy or practice, to contain a student's legal name.

Official records include, but are not limited to, registration documents, official and unofficial transcripts, diplomas, financial aid documents, payroll records and federal immigration documents.

Unofficial Records: Unofficial records are those records which do not require a legal name. These records include but are not limited to academic and extracurricular rosters, identification badges, and college email addresses.

B. Official Records

The College will change a student's name on official records when the name of the student is changed by court action, such as by a change of name proceedings. Once the College receives notice of an order changing a student's legal name, it will use the new legal name in all College records going forward to reflect the change.

C. Unofficial Records

The College **shall recognize a student's** lived name and preferred gender on College-related unofficial documents and records where the use of the legal name is not required by state or federal law or College policy. Students may change their preferred name by submitting the appropriate form to the Welcome Center or the registrar directly.

The College shall input the student's lived name and preferred gender, if applicable, in the appropriate fields in the College's electronic data system to indicate how the student's name and gender will appear on unofficial records.

D. Names and Pronouns

Every effort should be made to use the lived names and pronouns consistent with a student's preferences on the Request Form.

End of Procedure

President's Cabinet Approval Date: April 14, 2020

College Council Approval Date: April 16, 2020

Last Revised: April 16, 2020

Rescinds 6.030