



Administrative Policy

Policy Title:	Chosen Name and Identity Policy
Policy Number:	2840
Date Adopted:	1/21/21
Version:	1.0
Review Cycle:	Annual
Date Last Reviewed:	1/21/21
Office Responsible:	Information Technology
Reviewing Committee	Leadership Council
Related Policies:	N/A
Related Laws:	N/A

Policy Summary:

Jackson College is committed to creating inclusive and equitable classrooms, campuses, and communities. To support this commitment this policy allows students, faculty, and staff to use a name of their choosing in many places where a legal name is not required, recognizing that people have many reasons for doing so. A core value of Jackson College is to demonstrate caring through attentive and responsive action to the needs of students and others, this policy will display our dedication to this value. This policy outlines where the stakeholders should use a person's chosen name vs. legal name and pronouns. This policy will outline the guidelines for an individual to request a chosen name and pronouns.

Scope:

This policy applies to all Jackson College applicants, students, alumni, and employees.

Definitions:

Chosen name: Any first and last name a person selects to use other than a person's legal name.

Legal name: The name of a person recognized on official records, especially as recorded on a birth certificate, passport, marriage license, state-issued ID, driver's license, etc.

Pronoun: A word that refers to either the people talking (I or you) or someone or something that is being talked about (like she, it, them, and this). Gender pronouns (he/she/they/ze etc.) specifically refer to people that you are talking about.

Members of the JC Community: any applicant, student, alumni, or employee of Jackson College.

Policy Statement:

Jackson College allows all members of the JC community the option to use a name other than their legal name to identify themselves. Students and employees will have a choice of displaying their chosen name instead of their legal name. The college will allow the same flexibility when allowing students to select their pronoun. The college reserves the right to decline inappropriate chosen names, chosen names with numbers or symbols, or remove a chosen name, or pronoun if it is used inappropriately. The college reserves the right to limit the number of characters in a chosen name.

The individuals legal name will still appear on records that require a legal name such as transcripts, payroll, financial aid records, disbursement checks, tax documents, etc. Jackson College has a several year plan to implement the use of chosen name and pronouns into college systems, please refer to the college's website for the current list of areas where chosen name and pronouns will be displayed.

