



Policy Name: Institutionally Recognized Name

Policy Number: None

Functional Area(s) Responsible: Academic Affairs (17.4b) - name unit (5) J J m d (2719) 15 (po) 1.3 (ns) - 7(A) 3
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The institution must apply the individual’s legal first name for designated official records and reports including 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