



SUNY Orange Policy Manual

Policy Number	Policy Title
BP2.39	College Usage of Preferred First Name

Orange County Community College recognizes that students, faculty and staff may prefer to identify themselves by first names other than their legal name. As long as the use of this preferred name is not for the purpose of fraud, misrepresentation or to avoid legal obligation, and that the preferred first name meets community standards (i.e. is not profane, obscene or derived from hate speech), the College acknowledges that a “preferred name” can and should be used where possible in the course of college business and education.

This policy is consistent with current Title IX federal law protecting students against discrimination based on gender identity and expression, and is a best practice for supporting transgender and gender non-conforming members of college communities. This service is not limited to use by transgender and gender non-conforming students and employees, but is available to anyone who uses a preferred first name on a daily basis other than their legal/primary first name.

All official College correspondence will include legal names, while the use of preferred names will be limited solely to internal Orange County Community College systems.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Adopted: March 14, 2018