

AR 5014 AFFIRMED FIRST NAME AND PRONOUNS (NEW AR)

Identity Matters/Affirmed First Name Use

At SMC, we recognize the importance of addressing one another with care and respect, particularly regarding affirmed names and personal pronouns. We are committed to ensuring all students feel welcomed and acknowledged for who they are. Setting an affirmed name and pronouns helps instructors and peers address each other correctly. Using an affirmed name and pronoun is entirely optional.

What is an Affirmed First Name?

An affirmed first name is a name chosen by an individual to use instead of their legal first name (not middle or last name). Students may opt to go by an affirmed name that is different from their legal first name. This name will appear instead of their legal name on select college systems and documents.

Implementation

The affirmed name has been integrated into Corsair Connect, Canvas, and class rosters available to faculty. Systems used by College staff in their interactions and communications with students will integrate the affirmed first name as these systems are updated. The student's legal first name will continue to be used where required by law, industry standard, or strong business need. This includes student employment, admission, financial aid, transcripts, refunds and disbursements, etc. Effective Spring 2020, graduating students have the option to request their diplomas be issued with their affirmed name.

We trust students to choose an affirmed first name after careful consideration, with good intentions, and with best interests in mind. We do not anticipate having to deny a name change request or remove an affirmed name. However, SMC reserves the right to reject inappropriate name use, including but not limited to when used for misrepresentation or to avoid a legal obligation.

Gender Inclusivity Statement/Recommended Syllabus Text

Consider including a gender-inclusivity statement in course syllabus (recommended text can be found in the model syllabus).

In our ongoing commitment to respect and inclusivity at SMC, we recognize the importance of addressing one another with care, particularly when it comes to affirmed names and personal pronouns (e.g., she/her; he/him; they/them, or any combination). All members of the SMC community, including faculty, staff, and fellow students, should refer to you by your affirmed first name and personal pronouns. Please inform instructors about any corrections needed on the class roster regarding affirmed name or pronouns. Doing this ensures instructors "match" the new name that appears on class rosters.

Together, we create a supportive and inclusive environment for all.

Faculty/Staff Responsibility

Faculty/Staff should refer to students by their affirmed names and personal pronouns.

Respect student preferences and make corrections when needed.

Setting Your Affirmed First Name

1. Login to "Corsair Connect"
2. Click the "Enrollment" tab
3. Click the "Profile/Preferences" option on the left-side menu
4. Enter your affirmed first name (may be changed only once per term)
5. Indicate if the name should be displayed on Canvas and instructor rosters (yes/no)

If you select "yes" in step 5,

your current instructors will be notified by email that the name change took place.

If you select "no" in step 5,

your instructors will not be notified and your legal first name will continue to be used.

6. Scroll to the bottom of the screen and click "Submit Changes"

7. Allow 24-72 hours for the system to update

Contact Admissions and Records if need assistance.

Setting Your Personal Pronouns

Pronouns can currently be updated for use in the Canvas platform:

1. Login to "Canvas"
2. Click on "Account"
3. Click on "User Settings" and then "Edit Settings"
4. Select from the list of pronouns
5. Click "Update Settings"

Request SMC Email Change

To request an SMC email address change, contact Dr. Esau Tovar at TOVAR_ESAU@smc.edu.
Allow 1-3 weeks to process, if approved.

Request Personal Email Change

You may change your personal email address at any time on Corsair Connect.

1. Login to "Corsair Connect"
2. Click the "Enrollment" tab
3. Click the "Profile/Preferences" option on the left-side menu
4. Enter the new email address
5. Click "Submit Changes"

Other Notes

- Your legal name will still appear on student ID card, checks issued by the College, official transcripts, financial aid documents, tax forms and other legal records.
- Support for students is available in the Student Equity Center, Welcome Center, and the Center for Wellness & Wellbeing

- Information and resources on website: smc.edu/affirmed-name

Related Administrative Regulation:
AR 5010 Admission Eligibility

Approved: