



Administrative Regulation
Chapter 5 – Student Services

AR 5014 AFFIRMED FIRST NAME AND PRONOUNS

The Santa Monica College community recognizes the importance of addressing students 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. Affirmed names and pronouns help the campus community address each other correctly. Together, we create a supportive and inclusive environment for all. Students may designate an affirmed name and pronoun for use at the College.

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 first name that is different from their legal first name. This name will appear instead of their legal first name on select college systems and documents.

Use of Affirmed and Legal Names

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 compelling business need. Legal first name will be used for student employment, admission, financial aid, refunds and disbursements, etc.

An affirmed name may be rejected when it uses:

- Obscenity and Profanity: swear words or terms that are overtly profane, vulgar, or explicit.
- Hate Speech: terms of contempt, prejudice, hostility, or racial/ethnic disparagement.
- Hostility or Threats: words or phrases considered threatening, aggressive, or inciting violence.
- Illegal Activity and Drugs: references to illegal acts or narcotics (e.g., gang affiliations or drug slang).
- Confusion and Misrepresentation: names that impersonate law enforcement entities or mirror existing businesses or tradenames.

Full details pertaining to the established College processes for affirmed name procedures and additional support resources may be found on the college's Affirmed Name webpage (smc.edu/affirmed-name).

Once an affirmed first name has been designated, the student may request that:

- Instructors be notified of the change (while current classes are in progress);
- The name is updated on class rosters;
- The name be used in SMC degrees and certificates;
- Transcripts be issued with the affirmed first name (request must be made directly to Admissions and Records);
- Request an SMC email address matching the affirmed name be issued.

Students should also inform instructors about any changes to their name, so instructors match the updated name to class records and grades.

Use of Pronouns

Students may designate their pronouns directly in Canvas.

Gender Inclusivity Statement Recommended for Syllabus

Faculty are encouraged to include a gender-inclusivity statement in course syllabus (recommended text can be found in the model syllabus).

Faculty/Staff Responsibility

Faculty and staff should refer to students by their affirmed names and personal pronouns and make students aware of the option to formally designate their affirmed first name in college systems on their Corsair Connect portal or through Admissions and Records.

Related Administrative Regulation:

AR 5010 Admission Eligibility

Approved: 5/26/26