



# Chosen Name

Policy EM006

Volume 5, Enrollment Management and Student Success

Responsible Administrator(s): Vice President for Enrollment Management and Student Success and Vice President for Human Resource Management and Labor Relations

Responsible Office(s): Enrollment Management and Student Success and Human Resource Management and Labor Relations

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## Policy Statement

FIT will use an individual's chosen first name to the fullest extent possible, except as may otherwise be required by law. No individual will be required to give an explanation or state a reason for why that individual is requesting or has designated a chosen name.

## Reason for the Policy

FIT recognizes that for a variety of reasons members of our community may wish to identify themselves by a chosen name that is different than their legal name. This policy follows best practices to further FIT's goal of attracting and retaining diverse students, faculty, and staff. It is part of FIT's mission to embrace inclusiveness and this policy is aligned with the SUNY Board of Trustees' resolution "to make SUNY the most inclusive higher education system in the country." This policy is consistent with the provisions against discrimination in the NYC Human Rights Law at NYC Admin. Code §d 8-107.

## Who is Responsible for this Policy

- The Office of Enrollment Management and Student Success/Dean of Students' Office
- The Office of Human Resource Management and Labor Relations
- The Division of Information Technology
- The Department of Public Safety
- Title IX Coordinator/Affirmative Action Officer

## Who is Affected by this Policy

- All members of the FIT community

## Definitions

- **Chosen Name:** An alternative first name that may be used instead of one's legal first name.
- **Legal Name:** The name that identifies a person for legal purposes. A person's legal name is generally the name recorded on the birth certificate, but may be a different name as declared by a court (ex. marriage certificate, legal name changes).

- **FIT Campus Card:** The holder's official campus multi-use card, issued by FIT, used for campus access and campus services including, but not limited to, access to campus facilities, events, administrative offices, residence halls, or purchases related to meal plans or printing services.
- **SUNY:** State University of New York.

## Principles

FIT recognizes that a person may prefer to use a first name other than their legal name to identify themselves. The college will use a person's chosen name to the fullest extent possible except as may otherwise be required by law.

Examples where a legal name *must* be used include, but are not limited to:

- Tax reporting and tax documentation
- Documents produced by the offices of Financial Aid and the Bursar
- Enrollment, degree, and/or employment verifications
- Diplomas and transcripts
- Health insurance documents
- Immigration documents
- Medical records
- Payroll
- FIT Residential Life housing contracts

### Use of a Chosen Name

- Members of the FIT community may designate a Chosen Name as permitted under this policy, such as for email addresses or FIT Campus Cards.
- Members of the FIT community have the option to change their Chosen Name or remove their Chosen Name at any time.
- Members of the FIT community may only have one Chosen Name at any given time.

### Prohibited Uses of a Chosen Name

- FIT reserves the right to reject or remove a Chosen Name designation if it is determined to be in contravention of federal, state or local laws or regulations or FIT policies.
- A Chosen Name may not include symbols or numbers.

### FIT Campus Card Displaying Chosen Name

- If a member of the FIT community wishes to acquire a new FIT Campus Card displaying a Chosen Name designation or change, standard FIT Campus Card replacement charges shall apply.
- Members of the FIT community should be aware that the FIT Campus Card is not a valid, government-issued identification and is not accepted for purposes such as air travel or proof of identity to governmental authorities.
- Members of the FIT community are not required to obtain a new FIT Campus Card with their Chosen Name, but may do so if they wish.

## Responsibilities

- **The Office of Enrollment Management and Student Success/Dean of Students' Office:** Assist students with Chosen Name designations and changes.

- **The Office of Human Resource Management and Labor Relations:** Assist employees with Chosen Name designations and changes.
- **The Division of Information Technology:** Assist with Chosen Name designations and changes in all applicable college electronic systems.
- **The Department of Public Safety:** Must issue student FIT Campus Cards with Chosen Name designations and changes upon request.
- **Title IX Coordinator/Affirmative Action Officer:** Investigate and respond to complaints regarding failure to use a Chosen Name as required by law, or any other allegation related to a Chosen Name that falls within the purview of the Title IX Coordinator/Affirmative Action Officer.

## Procedures

- **Student Use of a Chosen Name**  
A student requesting a Chosen Name designation or change must submit a completed FIT Chosen Name form to the Dean of Students Office.
- **Employee Use of a Chosen Name**  
An employee requesting a Chosen Name designation or change must submit a completed FIT Chosen Name form to Human Resources Management and Labor Relations.
- **Reporting Misuse or Other Discrimination of Chosen Name:**  
Members of the FIT community with complaints regarding failure to use a Chosen Name, or who have concerns about discrimination should contact the Title IX Coordinator/Affirmative Action Officer.

## Violations

Violations of this policy will be subject to discipline as set forth in established policies, including but not limited to

- Nondiscrimination and Anti-Harassment
- Code of Student Conduct
- Employee Code of Ethical Conduct

## Related Policies

- [Code of Student Conduct](#)
- [Employee Code of Ethical Conduct](#)
- [FIT Campus Card and Access](#)
- [Nondiscrimination and Anti-Harassment](#)
- [Student Rights and Responsibilities](#)

## Related Documents

- [Chosen Name Form \(Student\)](#)

- Chosen Name Form (Employees, see HR)

## Contacts

- **Vice President for Enrollment Management and Student Success**  
Business and Liberal Arts Center  
Room B221  
(212) 217-3800
- **Vice President for Human Resource Management and Labor Relations**  
333 7th Avenue, 16th Floor  
(212) 217-3650
- **Title IX Coordinator/Affirmative Action Officer**  
Office of Compliance and Audit  
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