

Category: Student Services

Policy Title: Chosen First Name, Gender Identity, and Pronoun

Policy Number:

Policy Statement:

Garden City Community College (GCCC) acknowledges that an individual's chosen name, gender identity, and pronouns should be used whenever possible during a student's educational career to ensure a supportive living and learning environment that will facilitate a welcoming educational and personal experience for all at the College. GCCC is committed to using the gender, pronouns, and chosen name of all members of the community in all materials to the extent that the College is not legally required to use that person's legal name or legal sex (male or female).

Procedures:

Process to Change Personal Records

Admitted students and/or employees are welcome to change their Chosen First Name, Gender Identity, and Pronouns in the Student Information System (SIS) at any time by submitting a [Data Change Form](#) to the Registrar's Office. Once processed, the changes will appear on the personal profile as well as in Colleague, Self-service, Canvas, and other college systems within 24 – 48 hours. GCCC login credentials and email will also reflect these changes. A confirmation notification will be sent to a secondary email address when the changes have been made. The confirmation e-mail will also include the new login credentials and email.

Where Will My Legal Name Appear?

Changing a chosen first name for certain records does not change the legal first name at GCCC. The College uses legal name where legal name is required and chosen name where legal name is not required. This means that some of the correspondence that is sent to your primary residence may include your chosen name. Unfortunately, systems do not allow for creating specific rules on names used in different contexts. The College's priority is to exclude gender-identifying personal pronouns specific to the recipient in any written correspondence, so letters and other documents should not include these.

The LEGAL name will appear on:

- GCCC official and unofficial transcripts
- Tax forms used in the course of employment.
- Tax forms issued by the College, such as W-2, 1098-T, 1095-C, etc.
- Any checks issued by GCCC
- Any financial aid documents
- Any insurance and billing information

Approved: July 12, 2023

- Any student debt collection
- Any other place where the College is compelled to do so by law

The CHOSEN name will appear on:

- GCCC username and email
- GCCC directory (Student and Employee)
- Faculty course rosters
- Residential Life information
- Anywhere a name is displayed in Self-Service
- Anywhere a name is displayed in Canvas course websites
- Anywhere a legal name is not required

If the person's legal name is being used somewhere and they believe the chosen first name should be used instead, they should contact the Registrar at registrar@gcccks.edu.