CHOSEN NAME POLICY

CHOSEN (AKA PREFERRED NAME) AND GENDER CHANGE POLICY
for Transgender, GenderQueer, and Gender Non-Conforming (TGQ) Students

GENERAL USE OF CHOSEN NAME AND USE WITHIN THE STUDENT INFORMATION SYSTEM

- Montserrat will use a single form that will enable TGQ students to change their name and/or gender on campus records and documents without:
- Evidence of a legal name or gender change by allowing students to indicate a preferred name and/or gender.
- Evidence of a medical transition.
- College offices and departments will work collaboratively to ensure college-wide use of the preferred name unless prohibited by law or policy (e.g., payroll for student workers).
- We will maintain a college-wide commitment to finding solutions to use the students preferred name whenever possible.
- Campus Life and the Registrar will include an outline of the policy and procedure on their areas of the college website.
- Preferred name and gender will populate (where possible) in all campus systems that include student data.
- We will enable students to access ID cards that include their preferred name.
- Educational materials will be provided to staff and faculty.
- Areas of particular concern include areas in which a student’s name and gender are represented publicly, including, but not limited to:
  - Student ID Cards;
  - Name tag/Door tag creation;
  - Class Rosters;
  - Mail room rosters;
  - Campus Life rosters/Housing maps;
  - Student email addresses;
  - Student Diplomas.

FORMS

Where possible (please note that not all systems are formatted to allow this), College forms that ask about gender will be created with the following format:

Gender Identity (select all that apply):

- Woman
- Man
- Transgender
- Another identity (please specify __________)
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LANGUAGE

Pronouns are words that substitute for nouns. Gender pronouns are pronouns used in the place of a person's name. Most people use traditional/binary pronouns she/her/hers or he/him/his. Others use gender-neutral or non-binary pronouns like they/them/their.

Outing is a term to describe the revealing or forcing someone to reveal their sexual orientation, birth-assigned sex, or gender. Outing can be a painful experience for a person to undergo.

Transgender or Trans* is an umbrella term for people who do not identify with their assigned birth sex and/or whose gender expressions do not conform to societal expectations. Trans* encompasses many different gender identities and expressions.

Genderqueer is an identity term for a person who may not identify with and/or express themselves within the gender binary.

Gender Non-Conforming is a term to describe a person that challenges the gender binary by expressing their gender in a way that does not conform to dominant constructions of masculinity and femininity. These individuals may or may not be transgender.

A medical transition is one type of transition, in addition to social and legal transitions, that a transgender person may go through. Medical transition involves hormone replacement therapy and/or gender confirmation surgeries.

LGBTQ is an acronym for lesbian, gay, bisexual, transgender, and queer.