

SUNY College of Optometry

Chosen Name and Pronoun, and Gender Recognition Policy

APPLICATION

This policy applies to all members of the SUNY College of Optometry community, including students, employees, volunteers, alumni and patients.

POLICY STATEMENT

A Chosen Name and Pronoun can be an important part of a person's identity, and the State University of New York College of Optometry recognizes that a person may want to use a first name that is different from their legal first name, and/or to use a pronoun or gender that is consistent with their identity.

POLICY

Chosen Names: It is the policy of the State University of New York College of Optometry that all members of the College community shall, where possible, have the opportunity to use a Chosen First Name that is different from their legal first name. In some circumstances, including but not limited to transcripts, financial aid applications, international student records, reports to state and federal agencies, employment records, insurance records and medical records, the College may be obligated to use a person's legal first name.

Notwithstanding this Policy, individuals must provide a government-issued identification showing their legal name when required.

Legal surnames continue to be required in all instances.

The College reserves the right to remove any Chosen Name if it is used inappropriately, including but not limited to for the purpose of misrepresentation, fraud, use of obscene or offensive language, or to attempt to avoid a legal obligation.

Chosen Names may only be changed once per year. The College will not charge a fee for issuing a new College ID card for this purpose.

Pronouns: It is also the policy of the State University of New York College of Optometry to support the use of gender neutral and gender inclusive pronouns. The list of currently available pronouns which individuals can select is contained in the Definitions section below. The list of possible pronouns will be subject to periodic review. In addition, individuals may request that no pronoun be used, to the extent possible. In these instances, the individual will be referred to by their Chosen Name.

If a pronoun is selected, it will be viewable by members of the College community where pronouns are available. All employees and students are expected to respect and facilitate the use of pronouns that have been communicated verbally or through College systems.

Gender: New York's Gender Recognition Act requires the College to update its data collection practices on sex and gender to offer individuals the option to select "X" for sex or gender. Selecting "X" may not be possible where the College is required to use forms created by third parties over which the College has no control. In those limited cases, an "X" option for sex or gender may not be possible.

DEFINITIONS

Alumni are persons holding a degree or residency certificate from the SUNY College of Optometry.

Chosen Name is a first name (different from a legal first name) that a person wants to be known by in the College community.

College Community includes all College students and employees, volunteers, patients of the University Eye Center, and alumni.

Employee is any person employed for wages or salary by the College, including residents.

Legal First Name is the first name that appears on a person's government issued identification, i.e., passport, driver's license, permanent resident card etc.

Patient is an individual receiving care from the University Eye Center.

Pronoun is the pronoun by which an individual indicates their gender identity. Current pronoun choices include: *She/Her/Hers, He/Him/His, They/Them/Theirs, Ze(or Zie)/Hir/Hirs, and Prefer not to Specify.*

Student is a current student registered for classes at the College.

"X" may be used by an individual to indicate sex or gender where they feel "male" or "female" would not be appropriate. "X" may include, but is not limited to, the following:

- Transgender
- Trans man
- Trans woman
- Non-binary
- Gender non-conforming
- Agender
- Bigender
- Pangender
- Questioning or unsure
- Prefer not to specify

LOCATIONS WHERE CHOSEN NAMES MAY BE USED
(This list is not intended to be exhaustive)

- College ID
- Email Display Name
- Windows Active Directory
- Class Roster
- Grade Books and Rosters
- Student Information System
- College of Optometry Supplemental Application
- Student Directory (unless, if a student, a FERPA block has been requested)
- Card Access System
- Learning Management Systems
- Diploma (*see discussion below*)

- Human Resources system
- SUNY Eye Network (alumni community network)

DIPLOMAS

Before opting to print your Chosen Name on your Diploma, please note that professional licensing rules may require use of a legal first name in the licensing process. Therefore, use of a Chosen Name on a diploma may delay or complicate a certification or licensure process. In addition, some countries may require a diploma with a person's legal name for various legal, immigration, or employment purposes. *All requests related to Diplomas should be directed to registrar@sunyopt.edu.*

PROCEDURE FOR IMPLEMENTING CHOSEN NAME

Students: Students can request a Chosen Name in the Student Registration Form at the beginning of each academic year while enrolled. The Student Registration Form is available by logging into the student portal at <https://my.sunyopt.edu>. Requests after the beginning of each academic year can be made by contacting the Registrar's Office at registrar@sunyopt.edu

Employees (including Residents): Visit the Human Resources Office to request a Personal Information Change Form.

Patients: The University Eye Center's patient registration process has a section for Chosen Name. Patients should enter their Chosen Name upon initial or subsequent registration. Requests to input or update Chosen Name between registrations can be made by submitting a request to Callcenter@sunyopt.edu.

Alumni: Alumni records are initially generated from the final student record on file in the Registrar's office. Alumni may update their information through the Alumni Portal (SUNY Eye Network) or by emailing Advancement@sunyopt.edu.