

Chosen Name Policy

Date of Issue: April 4, 2016

Purpose

The purpose of the Chosen Name Policy is to allow a chosen name to be displayed in various College systems. The Chosen Name Policy will allow members of the College community to go by a chosen first name that differs from their legal name.

Accountability

Under the direction of the President, the Director of the Office of Diversity and Equity shall ensure compliance with this policy.

Policy

The Community College of Philadelphia recognizes that many transgender and international individuals prefer to go by first names that are different from their legal names. As long as the use of this chosen name does not impact the College's compliance with state and federal laws, the College will display an individual's chosen name in College systems.

Therefore, it is the policy of the College that any individual may indicate a chosen first name in addition to their legal name, which will be displayed in College systems, except where the use of the legal name is required.

The College reserves the right to remove a chosen name if it is used inappropriately, including but not limited to, avoiding a legal obligation or misrepresentation. An individual's chosen name will be linked with their legal name, which will continue to be shown on various records where use of the legal name is required by law or College policy.

Procedure

Individuals will have access to a form that allows them to indicate a chosen name. The chosen name form will include an introduction to the appropriate use of a chosen name. Individuals will be allowed to indicate a chosen name one time without prior approval from the designated college official, and to remove a chosen name one time without prior approval.