

# Colby-Sawyer College

## Name & Pronoun Policies

At Colby-Sawyer, we respect that some individuals may prefer a gendered first name and pronoun that differs from those assigned to them at birth. Once someone has communicated their preferred name and pronoun, campus members and contractors are expected to use the pronouns and name consistent with that person's gender identity.

### Changing Your Name at CSC

When students or faculty/staff members legally change their name, Colby-Sawyer will adjust our records upon receiving legal documentation of such a change.

Beginning in fall 2018 (conditionally based on PowerCampus and reporting capabilities), CSC will provide students and faculty/staff members the right to change their first name on college records to a preferred name without legal name change documentation. Legal names will still be stored in the college's reporting system and will remain on all legal documents.

Colby-Sawyer College members may contact Campus Safety for new (free) ID cards after completing the change of name form. A new picture may also be taken.

*Preferred names (and, when possible, preferred pronouns) can be used on:*

- Class rosters, including lists of majors/minors and grading rosters
- Student planning worksheets
- College ID cards
- Athletic team lists on campus
- Student and staff directories
- Class/Work schedules
- Electronic forms
- Colby-Sawyer email accounts and user names
- Internship forms for Harrington Center
- Access Resources forms
- Diplomas\*\*\*

*Legal names (and, when necessary, legal gender marker) must appear on:*

- National Clearinghouse reports
- Official enrollment verification
- Insurance documents
- Financial aid/Finance documents
- NCAA documents
- Medical documents
- Visa documents
- Tax documents
- Transcripts\*\*\*

\*\*\* Already graduated? Colby-Sawyer can retroactively change the name on your diploma to match your new legal name or your new preferred name. If you have legally changed your name due to a gender transition, we will also update your transcript. If records are unable to be edited in their original format, new documents will be made. Please contact the registrar at [registrar@colby-sawyer.edu](mailto:registrar@colby-sawyer.edu) for assistance.

## Required Forms

[Name/Pronoun/Gender Identity Form](#)

## Gender Marker and Titles

Colby-Sawyer College does not publish gender markers (i.e. M or F) or gendered titles (i.e. Mr. or Ms.) connected to a person's name on internal campus lists.

## Name, Pronouns, and Internships

If you have completed the paperwork to use a preferred name in PowerCampus instead of your legal name, you should also use that preferred name on your internship learning intent form and learning contract. Learning contracts will also allow you to select your preferred pronouns to communicate to your internship site how you would like to be addressed and referenced. Please be aware that some internship sites have their own paperwork you may need to complete and legal names may be required.