

## Chosen/Preferred Name Policy

At Vaughn College of Aeronautics and Technology, we are committed to fostering a diverse, equitable, inclusive and supportive environment for all members of our college community. We recognize that an individual's chosen/preferred name plays a significant role in their identity and sense of self. Therefore, we have developed this Chosen/Preferred Name Policy to acknowledge and respect the names that individuals wish to be called within our college community. The College's information systems only accept English characters.

The chosen/preferred name may be listed on the admissions application and reviewed by an admissions office staff member to determine if the chosen/preferred name is acceptable to be added to the applicant's record. A registrar services staff member will review the Chosen/Preferred Name Request Form to determine if the chosen/preferred name is acceptable to be added to the student's record. If a chosen/preferred name is deemed unacceptable by the staff member reviewing the request, it will be sent to a committee for further consideration.

**Chosen/Preferred Name Definition:** A chosen/preferred name is the name that an individual chooses to be called, which may differ from their legal name. It is an individual's right to be addressed by their chosen/preferred name within the college, subject to the provisions outlined in this policy.

**General Use of Chosen/Preferred Names:** The College will make efforts, within reason, to use an individual's chosen/preferred name in all College-related systems, documents, and communications that do not require the use of legal names. Note: Many of our programs are federally regulated. To remain in compliance with those regulations, we may be required to use legal names in some circumstances. A student's legal name is as defined by the Federal Aviation Administration and as it appears on government issued documents. For additional information regarding the legal name, please see registrar services.

The chosen/preferred name is limited to 20 characters (alphabetical characters and can include a hyphen (-), period (.) and a space). Only one chosen/preferred name may be in effect at a time. A student may change the chosen/preferred name by submitting the Chosen/Preferred Name Request Form. If the legal name has changed, appropriate documentation listing the new legal name must be submitted with the form.

The college reserves the right to remove a chosen/preferred name if it is used inappropriately, including names that are obscene or discriminatory, or used for misrepresentation, disruption, fraud, or to avoid a legal obligation. If a chosen/preferred name is deemed unacceptable by the staff member reviewing the request, it will be sent to a committee for further consideration. Setting a chosen/preferred name will not change a person's legal name in the College's information system.

**Legal and Financial Documents:** In some instances, the College is obliged to use a person's legal name and cannot use the chosen/preferred name. Such instances include employment and payroll records, licensure, certifications, health insurance records, billing records, financial aid documents and communications, reimbursements, travel and purchasing authorizations, official transcripts, diplomas, visa documents and communications, etc.

**Discrimination and Harassment:** Discrimination or harassment based on an individual's chosen/preferred name or refusal to use a chosen/preferred name will not be tolerated. Any concerns or complaints regarding violations of this Chosen/Preferred Name Policy should be reported to the Assistant Vice President/Dean of Students.

The Chosen/Preferred Name Policy at Vaughn College of Aeronautics and Technology reflects our commitment to inclusivity and respect for identity. By implementing this policy, we aim to create a welcoming environment that acknowledges and values the diversity and identities of students.

## Pronoun Policy

We understand that gender identity is personal and unique, and individuals may use pronouns that do not align with traditional gender binaries. This Pronoun Policy outlines our commitment to using pronouns and respecting individuals' gender identities.

**Pronoun Usage:** Pronoun usage is essential for creating an inclusive and respectful environment. Pronouns are an integral part of a person's identity. A pronoun is how an individual wants to be addressed in the third person. Individuals have the right to be addressed by the pronouns that they indicate align with their gender identity. These may include gender-neutral pronouns (e.g., they/them), she/her or he/him.

All members of the College community, including students, faculty, staff, and visitors must make every effort to respect and use the pronouns that individuals have identified as their pronouns. This applies to both verbal and written communication within the College environment.

**Implementation:** Individuals may self-identify their pronouns during the application process or update their pronouns in Sonis. Individuals have the right to update their pronouns at any time.

**Discrimination and Harassment:** Discrimination or harassment based on an individual's pronouns, gender identity, or gender expression will not be tolerated. Any concerns or complaints regarding violations of this Pronoun Policy should be reported to the Dean of Students. The Dean of Students will address the situation promptly and take appropriate disciplinary action, if necessary.

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