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 self-identified 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.

CSC also allows students and faculty/staff members the right to change their first name on college records to – one that better matches their gender identity 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.

Self-identified names (and, when possible, 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 self-identified first 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** for assistance.

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 self-identified first name in PowerCampus instead of your legal name, you should also use that self-identified first name on your internship learning intent form and learning contract. Learning contracts will also allow you to select your 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.

For Further Information

Please contact the Colby-Sawyer Registrar at registrar@colby-sawyer.edu or Professor Kathleen Farrell at kfarrell@colby-sawyer.edu.