Policy Statement/Background:

Stony Brook University recognizes that members of our community may wish to use a chosen or preferred name that is different from their legal name. For some students and employees, being addressed by a chosen or preferred name and/or a chosen or preferred pronoun is an important part of their identity and expression. In an effort to respect and support individuals who wish to be referred to by a name other than their legal name and/or a chosen or preferred pronoun, the University acknowledges that a chosen or preferred name will be used where possible, and that individuals may use a chosen or preferred pronoun.

Policy:

It is the policy of the University to provide all members of our community with the opportunity to use a chosen or preferred name that is different from their legal name, where possible. In some instances, the University is obliged to use a person's legal name and cannot use a chosen or preferred name. Such instances include, but are not limited to: employment and payroll records, health insurance records, billing records, financial aid documents, reimbursements, travel and purchasing authorizations, official transcripts, etc.
The University reserves the right to remove a chosen or preferred name if it is used inappropriately, including but not limited to: for the purpose of misrepresentation, to be disruptive, or to attempt to avoid a legal obligation.

It is the policy of the University that individuals who wish to identify and use a chosen or preferred pronoun may do so wherever possible.

**Definitions:**

None

**Contact:**

Additional information about this policy is available here:

**Office of Diversity, Inclusion & Intercultural Initiatives**
310 Administration Building
Stony Brook, NY 11794
(631) 632-6975
cdo@stonybrook.edu

**Human Resource Services:**

- **West Campus, Health Sciences, and School of Medicine**
  390 Administration Building
  Stony Brook, NY 11794
  (631) 632-6161

- **Stony Brook University Hospital**
  31 Research Way, Suite 200
  East Setauket, NY 11733
  (631) 444-4700

- **Long Island State Veterans Home**
  100 Patriots Road
  Stony Brook NY 11790
  (631) 444-8617

- **Office of the Registrar**
  Stony Brook Union, Suite 206
  Stony Brook, NY 11794
  (631) 632-6175
Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:

- Equal Opportunity/Affirmative Action Policy
- Office of the Registrar Frequently Asked Questions
- LGBTQ* Services