



STUDENT AFFIRMED NAMES AND PRONOUNS GUIDE FOR FACULTY



WHY IT MATTERS

At SMC, we recognize the importance of addressing one another with care and respect, particularly regarding affirmed names and personal pronouns.

Using correct names and pronouns creates a welcoming, supportive, and inclusive environment for everyone in our campus community.



FACULTY RESPONSIBILITY

Faculty should refer to students by their affirmed names and personal pronouns.

Consider including a gender-inclusivity statement in your syllabus (see recommended text).

Respect student preferences and make corrections when needed.



RECOMMENDED SYLLABUS TEXT

In our ongoing commitment to respect and inclusivity at SMC, we recognize the importance of addressing one another with care, particularly when it comes to affirmed name and personal pronouns (e.g., she/her; he/him; they/them, or any combination). All members of the SMC community, including faculty and fellow students, should refer to you by your affirmed name and personal pronouns. Please let me know about any corrections needed on the class roster regarding your name or pronouns. Likewise, I expect you to use the correct names and pronouns for your peers and myself, your professor. Together, we create a supportive and inclusive environment for all.



HOW STUDENTS CAN SET THEIR AFFIRMED FIRST NAME

1. Log in to Corsair Connect
2. Click the "Enrollment" tab
3. Click the "Profile/Preferences" option on the left-side menu
4. Enter affirmed first name and indicate if the affirmed first name should be displayed on Canvas and on instructor rosters (yes/no)
5. If yes, their current instructors will be notified by email that the name change took place
6. Scroll to the bottom of the screen and click "Submit Changes"
7. Allow 24-72 hours for our system to update



HOW STUDENTS CAN SET THEIR PERSONAL PRONOUNS

Pronouns are currently available in the Canvas platform:

1. Log in to Canvas
2. Click on "Account"
3. Click on "User Settings" and then "Edit Settings"
4. Select from the list of pronouns
5. Click "Update"



REQUEST EMAIL CHANGE

To request an email address change, contact Dr. Esau Tovar at TOVAR_ESAU@smc.edu. Allow 1-3 weeks to process if approved.



ADDITIONAL RESOURCES

For more information, visit smc.edu/affirmed-name

Support for students is available in the Student Equity Center, Welcome Center, or the Center for Wellness and Wellbeing.