OTIS COLLEGE OF ART AND DESIGN

PREFERRED NAME POLICY

Otis College of Art and Design is committed to fostering an inclusive campus that values self-expression and respect for the variety of communities it serves. The College recognizes that many students, faculty and staff choose to use a preferred first name rather than a legal name whenever a legal name is not absolutely necessary, limited by technology, or required by law.

At Otis College, students may request a preferred first name by submitting a Pronoun and Preferred First Name Request form found on The Dashboard - my.otis.edu. Otis College reserves the right to remove or deny the preferred first name if used inappropriately. This includes, but is not limited to, names using foul or inappropriate language, names submitted to avoid a legal obligation, and names used to create misrepresentation. Each individual may request one preferred first name change during each twelve-month period.

Additional information about initiating this process as well as limitations to preferred first name use can be found at https://www.otis.edu/registration-records/preferred-name-policy.

GENDER PRONOUNS

Otis College of Art and Design is committed to fostering an inclusive campus that values self-expression and respect for the variety of communities it serves. The College recognizes each community member's gender pronouns, which may be the pronoun or set of pronouns that an individual would like others to use when talking to or about them.

Students may submit their pronouns by submitting a Pronoun and Preferred First Name Request form found on The Dashboard - my.otis.edu. Please note that this form will allow us to update your pronoun in your student record. It will NOT allow the College to update your pronouns in the Nest. Click here for instructions on how to update your pronouns on the Nest.

For additional information regarding the Otis College Pronoun Policy, go to https://www.otis.edu/registration-records/pronoun-policy

It is a firm expectation that Otis community members recognize and use an individual's pronouns and preferred first names when that information has been provided to them. Pronouns and preferred first names should be used whenever speaking with, or referring to, any member of the Otis College community who has indicated such a preference.

Mistakes may happen, and in those situations, we encourage individuals to apologize, and rephrase what they were saying or asking. However, intentionally using incorrect pronouns to refer to someone, or refusing to acknowledge an individual's pronouns or name, may constitute a violation of the College's Non Discrimination Policy. Referring to people using the wrong pronouns, especially on purpose, is disrespectful and can lead to feelings of alienation, exclusion, and overall dysphoria, and community members should not hesitate to report such behavior using the College's Bias Incident Report Form. For additional information, go to https://www.otis.edu/registration-records/pronoun-policy