



Monterey Peninsula College's LGBTQIA+ & Diversity Advocacy Committee has developed these recommendations for using inclusive language in any documents or materials to be disseminated to students, staff, faculty, or the public at large. These policies reflect the inclusive culture and policies at MPC.

Inclusive language is language that avoids bias toward a particular sex or gender.

1. Avoid gendered pronouns such as *he/she, him/her, himself/herself, or his/her*:

Example: Each instructor is encouraged to submit *his* or *her* grades on time.

- **Revision:** Each instructor is encouraged to submit *their* grades on time.
- **Revision:** Instructors are encouraged to submit *their* grades on time.
- **Revision:** Each instructor is encouraged to submit grades on time.

Example: If an employee is sick, *he* or *she* is required to notify a supervisor in a timely manner of *his* or *her* absence.

- **Revision:** If an employee is sick, *they* are required to notify a supervisor in a timely manner of *their* absence.
- **Revision:** If an employee is sick, *the employee* is required to notify a supervisor in a timely manner of absence.

Example: Each student is allowed 4 absences; at the 5th absence, *he* or *she* will be dropped from the course.

- **Revision:** Each student is allowed 4 absences; at the 5th absence, *they* will be dropped from the course.
- **Revision:** Each student is allowed 4 absences; at the 5th absence, *the student* will be dropped from the course.

2. Avoid gender-based nouns, occupations, or expressions when gender is unknown or gender identification unnecessary. For example:

Gendered	Inclusive
man	person, individual
to man	to operate, to staff
mankind	people, humanity, humankind
man-made	machine-made, synthetic, artificial
the common man	the average person
chairman	chair, chairperson
spokesman	spokesperson, speaker
freshman	first-year student
guys, ladies, gentlemen	students, class, folks, everyone, you all
husband, wife, boyfriend, girlfriend	partner, spouse, significant other
Mr., Mrs., Ms.	Professor, Dr., Mx., the person's full name
Dear Sir, Madam, Mam	Dear Committee Members, To Whom It May Concern
Latino/Latina	Latinx

**Never assume a person's gender or preferred manner of address; instead, ask for their preferences or use inclusive terms like those listed above.*

A final note, the LGBTQIA+ & Diversity Advocacy Committee welcomes questions and is willing to provide assistance to any faculty or staff member endeavoring to use inclusive language in their documents or materials. Committee membership can be found at the following link:

<https://www.mpc.edu/student-services/student-information/lgbtqia-support/lgbtqia-diversity-advocacy-committee>

Additional information and training resources for faculty and staff can be found at:

<https://www.mpc.edu/student-services/student-information/lgbtqia-support/faculty-and-staff>