ASCA Inclusive Language Policy

The Association for Student Conduct Administration is the only international professional association dedicated solely to the practice and process of student conduct. As administrators of campus codes of conduct that form the basis for behavioral expectations in the university student community, association members actively guide the growth and development of these communities. This guidance usually involves challenging individuals and groups to move to higher standards of ethical behavior and promoting an active learning atmosphere within the larger student body. An appreciation for the concepts of diversity, equity, inclusion, and justice, and the progressive application of these concepts in practice, is a key philosophical component of this guidance responsibility.

ASCA also values the diversity reflected in the institutional and individual membership of the association. To acknowledge the importance of our association values of diversity, equity, and intentional inclusion, all written, oral and/or visual communications authored, produced, and/or distributed either for the benefit of association members or on behalf of ASCA **shall not contain** stereotypical or biased language or imagery that seeks to define, exclude, or degrade individuals or social groups.

Further, communications should seek to be intentionally inclusive, for example:
- Using all-gender language such as "chairperson" unless a specific individual's gender identity is known;
- Using images that portray the diversity of our membership and guests;
- Incorporating pronoun use and display pronouns;
- Choosing analogies or metaphors carefully as they can contain imagery or comparisons unfamiliar to those from different cultures or regions;
- Incorporating content and trigger warnings so as to improve accessibility;
- Incorporating phrases inclusive of different abilities or diagnoses, and avoiding phrases that show bias against same, for example:
  - "Discuss" rather than "talk;"
  - "Learn" rather than "listen;"
  - "Resource" rather than "handout;"
  - Avoid statements such as "I have OCD" or "I'm so ADHD" if those are not your diagnoses.
- Ensuring the use of the current preferred language and phrasing, or the preferred language of the speaker(s) or groups present (e.g., using "queer" instead of "LGBT;" "Latine" instead of "Latinx," etc.) While language is ever-changing, all efforts should be made to remain current and respectful.