

# DIVERSITY, INCLUSION & ACCESS

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## Inclusive Language

### Use the word 'Guest'

Use broad language to describe the relationships your colleagues and students have. For example, if you're throwing a holiday party for your team, ask your employees to bring a guest—not a spouse or partner. If you say spouse, you alienate those who aren't married, while partner excludes those who may want to bring a friend along.

You can apply this rule in student communications, too. For instance, when you write commencement information for graduating students, consider using 'guest' instead of parents or family. If you describe graduation attendees only as parents or family members, you may unintentionally exclude students whose family members can't attend.

#### Reference:

“3 easy changes that build a more inclusive campus,” *EAB*, March 1, 2019,

[https://www.eab.com/daily-briefing/2019/03/01/3-easy-changes-that-build-a-more-inclusive-campus?utm\\_source=eabdb&utm\\_medium=email&utm\\_campaign=eabdb&mkt\\_tok=eyJpIjoiTVRBeFpUUTJORFU1TUdReSIsInQiOiJJNWVqMkw4R3ZBMnNDS0hwS2UwbTNkRzBDZlhzRGdPNXdEV2FqQkRZbXdUS1FEZHF2cTI2T1ArNFBGZ2Q0T1Fvbjlzdzd3b0c3V21OYINhQVVneXdSQUpQY2IaUmNJeSt6VFpOK1RQbUNUUXZGVIFSVktxbXpucTFmXC9YQXFxTHUifQ%3D%3D](https://www.eab.com/daily-briefing/2019/03/01/3-easy-changes-that-build-a-more-inclusive-campus?utm_source=eabdb&utm_medium=email&utm_campaign=eabdb&mkt_tok=eyJpIjoiTVRBeFpUUTJORFU1TUdReSIsInQiOiJJNWVqMkw4R3ZBMnNDS0hwS2UwbTNkRzBDZlhzRGdPNXdEV2FqQkRZbXdUS1FEZHF2cTI2T1ArNFBGZ2Q0T1Fvbjlzdzd3b0c3V21OYINhQVVneXdSQUpQY2IaUmNJeSt6VFpOK1RQbUNUUXZGVIFSVktxbXpucTFmXC9YQXFxTHUifQ%3D%3D)