



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	14-15-03
<b>Title:</b>	Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases
<b>Presenter:</b>	Charles Delwiche, Chair, Senate Equity, Diversity, & Inclusion (EDI) Committee
<b>Date of SEC Review:</b>	March 27, 2017
<b>Date of Senate Review:</b>	April 6, 2017
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. <b>In a single vote</b></li> <li>3. To endorse entire report</li> <li>4. For information only</li> </ol>
<b>Statement of Issue:</b>	In fall 2014, a proposal was submitted to the Senate Executive Committee (SEC) requesting that the Senate review and revise how the University records and changes personal identity information, particularly names and sex/gender markers. The proposal noted that these practices are particularly problematic for individuals who are transgender or gender nonconforming, and that the process for updating information is unnecessarily cumbersome. The proposal also identified concerns over the use of honorifics, and proposed that no honorific should ever be assigned based on the sex/gender marker recorded for a student or employee. On September 9, 2014, the SEC charged the EDI Committee with reviewing the proposal and recommending changes to University practices or policies, as necessary. The charge also asked that the Student Affairs Committee consider the issues related to primary names for students and make recommendations to the EDI Committee.
<b>Relevant Policy # &amp; URL:</b>	N/A
<b>Recommendations:</b>	The EDI Committee recommends that the Senate approve the Policy Concerning Name, Sex, Gender, and Other Personal Identity Information in University Records immediately following the report. The committee also presents fifteen additional recommendations for consideration.
<b>Committee Work:</b>	In fall 2014, the EDI Committee began reviewing the charge. It met with the proposer, reviewed research on practices at peer institutions prepared by the Student Affairs Committee, and consulted with a representative of University Human Resources (UHR) regarding the technical and logistical concerns associated with the proposal.

	<p>In fall 2015, the committee conducted additional research on peer institution practices, as well as state of Maryland rules and regulations regarding the use of names and sex/gender data for state employees. The committee also considered whether the University should collect personal pronouns for distribution on class rosters. The committee met with the Vice President and Chief Information Officer; a representative of Database Services; the Assistant Vice President for Institutional Research, Planning, and Assessment (IRPA); the Office of Research Administration; International Student &amp; Scholar Services (ISSS); and the Associate Executive Director for Alumni Engagement and Outreach. They discussed limitations in current technology and principles of identity management.</p> <p>The committee found substantial problems in how the University collects, stores, and disseminates names, sex/gender markers, and honorifics/ titles. These problems place a disproportionate burden on people who are transgender or gender nonconforming, and are often the result of insufficiently integrated systems. The committee concluded that a formal policy was essential, and voted to develop one that would support the University's commitment to diversity and inclusion. A subcommittee convened to draft a policy covering personal identity information in University systems, and consulted with the Division of Information Technology, UHR, IRPA, ISSS, the Office of the Registrar, and the proposer.</p> <p>In fall 2016, the committee carefully considered feedback on the draft policy, and worked to refine the policy and accompanying recommendations to codify certain fundamental principles while allowing the University the flexibility to implement those principles in a responsible manner. The policy and recommendations were reviewed by IRPA, UHR, the Office of Data Administration, Enrollment Management, the Office of the Registrar, and University Relations, as well as the Office of General Counsel.</p> <p>On March 10, 2017, the EDI Committee voted unanimously to approve the Policy Concerning Name, Sex, Gender, and Other Personal Identity Information in University Records and accompanying recommendations.</p>
<b>Alternatives:</b>	The Senate could reject the proposed policy and recommendations and retain current practices for managing personal identity information.
<b>Risks:</b>	There are no associated risks.
<b>Financial Implications:</b>	Resources will be required to implement the recommendations. The significance of the financial implications depends on how the administration decides to implement the recommendations.
<b>Further Approvals Required:</b>	Senate approval, Presidential approval.

# **Senate Equity, Diversity, & Inclusion Committee**

## **Report on Senate Document #14-15-03**

### **Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases**

**March 2017**

#### **2016-2017 EDI Committee Members**

Charles Delwiche, Chair  
Jacinta Felice, Ex-Officio VP for Student Affairs Rep  
Steve Fetter, Ex-Officio Provost's Rep  
Anne Martens, Ex-Officio VP for Administration & Finance Rep  
Shaunna Payne Gold, Ex-Officio Director of ODI Rep  
Typhanye Dyer, Faculty  
Jennifer Dindinger, Faculty  
Pradeep Kapur, Faculty  
Beth St. Jean, Faculty  
Yukako Tatsumi, Faculty  
Maya Aduba, Exempt Staff  
Phyllis Dailey, Exempt Staff  
Leon Tune, Exempt Staff  
Jordan Carter-Reich, Non-Exempt Staff  
Qing Dong, Non-Exempt Staff  
Arif Nuri, Graduate Student  
Ashlee Wilkins, Graduate Student  
Aidan Lapierre, Undergraduate Student  
Sarah Eshera, Undergraduate Student

## **BACKGROUND**

In fall 2014, a proposal was submitted to the Senate Executive Committee (SEC) requesting that the Senate review and revise the University's practices for recording and changing personal identity information, particularly names and sex/gender markers. The proposal noted that the process for updating this information is much more cumbersome for students than it is for employees. The proposal also identified concerns over the use of honorifics and titles, and proposed that no honorific should ever be assigned based on the sex/gender marker recorded for a student or employee. On September 9, 2014, the SEC charged the Equity, Diversity, & Inclusion (EDI) Committee with reviewing the proposal, investigating the treatment of personal identity information at peer and Big 10 institutions, consulting with relevant offices on campus, and proposing changes to University practices or policies, as necessary (Appendix 4). The charge also asked that the Student Affairs Committee consider the issues related to primary names for students and make recommendations to the EDI Committee.

## **CURRENT PRACTICE**

Key elements of identity that are currently represented in University records include name, sex/gender, and honorific/title (definitions for these and other relevant terms appears at the end of this section). Most University records do not currently record personal pronouns. Personal identity information for current faculty, staff, and students is managed by two primary systems: information for employees (faculty, staff, and graduate assistants) is managed using the Payroll & Human Resources (PHR) System; undergraduate and graduate student information is managed by the Student Information System (SIS). Each of these systems can store different versions of an individual's name, as discussed in Appendix 1. The process for changing this information, however, varies significantly by population. Employees may easily update their information through the Administrative Resource Enterprise Services (ARES) web portal. Students, however, must visit the Office of the Registrar.

The collection, storage, and updating of personal identity information involves dozens of databases, and the information in them is not necessarily congruent (a partial list of systems is contained in Appendix 1). Additionally, there is no comprehensive map of information flow for the University, and the process by which databases and information systems are synchronized is complex. This creates difficulties whenever a member of the University community wishes to change or correct personal information, difficulties that are compounded when an individual has multiple roles (e.g., is both an employee and a student, as is described in Appendix 1). For the purposes of the report, the committee has adopted the following definitions (for additional information on how these concepts are reflected in current University practice, see Appendix 1):

- **Legal name** refers to the individual's name as recorded on official documents such as a birth certificate or passport (*payroll name* is used as a synonym in some University systems).
- **Primary name** is the name by which the individual wishes to be known (*preferred name* is used as a synonym in some University systems). An individual's primary name is used in the UMD Directory, on UMD ID cards, on course rosters, and anywhere a legal name is not required.
- **Sex** refers to the individual's legally recognized sex, which may not be the sex assigned at birth. Sex is a binary attribute in most University records (some of which use the term "gender," though with the same binary options).
- **Gender identity** refers to the gender with which the individual identifies; terms for this include man, woman, trans-man, trans-woman, gender-fluid, etc.
- **Honorific/title** refers to terms such as Mr., Ms, Miss, Mrs., Mx, as well as academic titles such as Dr.
- **University community** refers to active and retired faculty, staff, students, and alumni.

## **COMMITTEE WORK**

In fall 2014, the EDI Committee met with the proposer, and learned that many of his concerns result from lack of coordination, lack of clarity, too few options, and the absence of parity between employees and students when

updating personal information. He proposed that these issues could be resolved successfully with a University-wide policy. The EDI Committee reviewed a memo from the Student Affairs Committee presenting the findings of its peer institution research (Appendix 2), as well as minutes from the Student Affairs Committee's meeting with the Associate Registrar. The committee also met with the Assistant Director for Information Services in University Human Resources (UHR) to discuss the technical and logistical concerns any new policy would need to consider. Two pressing charges consumed the committee's attention the remainder of the spring semester, and the committee requested an extension until December 18, 2015. The SEC granted the request.

The EDI Committee devoted the 2015-2016 academic year to discussing the charge and developing a series of recommendations. The committee reviewed procedures for changing names, sex/gender markers, and honorifics/titles at peer and Big 10 institutions (Appendices 2 & 3). Most of the institutions reviewed distinguished between a student's legal name and primary (or preferred) name, and most allowed students to easily update the latter using various electronic forms. Most did not allow students to update their sex/gender markers or honorifics/titles. The EDI Committee also investigated state of Maryland rules and regulations regarding the use of names and sex/gender data for state employees (Appendix 3).

During the course of the committee's work, the proposer asked that the committee also consider personal pronouns, noting that the personal pronouns one uses—e.g., he/him, she/her, they/them, ze/hir—are increasingly important to UMD students. This is particularly true for transgender students, who frequently view the inaccurate use of personal pronouns as a significant concern. The proposer explained that some institutions provide mechanisms for students to indicate personal pronouns directly on class rosters. This benefits students, who no longer need to inform their instructors about personal pronouns, and it assists instructors in treating all students respectfully.

The committee met with the Vice President and Chief Information Officer; a representative of Database Services; the Assistant Vice President for Institutional Research, Planning, and Assessment (IRPA); the Office of Research Administration; International Student & Scholar Services; and the Associate Executive Director for Alumni Engagement and Outreach. They discussed the limitations of current technology, principles of identity management and management systems, and other database-related considerations.

**The committee found that there are substantial problems in how the University collects, stores, and disseminates names, sex/gender markers, and honorifics/titles, and that these problems place a disproportionate burden on people who are transgender or gender nonconforming. For example, the process of changing a primary name for students who are also employees requires multiple steps, and even then, outdated personal identity information can appear unexpectedly, which can be embarrassing and upsetting. This is amplified in some cases by *ad hoc* practices such as the assignment of honorifics (Mr., Ms, etc.) based on an individual's name or sex/gender/marker in the absence of information about how the affected individual would like to be addressed.**

A major mechanism underlying these problems appears to be the large number of inconsistently integrated systems that store personal identity information at the University. There have been past efforts, some as recently as 2008, to develop a comprehensive synchronization mechanism (in particular the development of a "circle of change"), but for various reasons this mechanism has never been fully effective. The committee learned that no comprehensive map of information flow exists for the University. Consequently, much of the difficulty in proposing a specific remedy comes from the information technology itself, which is outside the committee's purview and expertise.

The committee also learned that students can request that the Office of the Registrar change their primary name or their recorded sex with an in-person visit. Because of the risk of identity theft and fraud, such name changes are usually restricted to a student's first and middle name (changing the last name requires additional documentation). A student's primary name can be printed on the diploma at the time of graduation, but any subsequent change can only be to the individual's legal name (also to protect against identity theft and fraud).

The committee discussed possible courses of action, and considered proposing administrative recommendations, a new policy, or both. Some members expressed concern that an overly ambitious policy might simply be ignored, while others worried that recommendations alone would be less durable and unable to guide University practices going forward. The committee concluded that a formal policy was an essential part of a solution, and voted to develop a policy that would support the University's commitment to diversity and inclusion.

The EDI Committee established a subcommittee to craft a policy covering primary names, sex/gender markers, honorifics/titles, and personal pronouns. The subcommittee developed a draft using text suggested by the proposer and language from analogous policies at other institutions. The subcommittee also consulted with various offices that would be responsible for implementing any policy, as well as the proposer. On January 12, 2016, the EDI Committee requested an extension until March 11, 2016, which the SEC granted. The subcommittee requested feedback on its draft policy from the Division of Information Technology, UHR, IRPA, International Student and Scholar Services, the Office of the Registrar, and the proposer.

While the offices providing feedback uniformly supported the goals of the draft policy, several expressed significant concerns with the costs of implementing the policy as written. Creating a single identity management system capable of synchronizing changes across a large number of databases and systems would be a significant undertaking, potentially costing millions of dollars. The EDI Committee determined to revise the policy in light of the feedback and explore ways of narrowing its scope while still addressing the core concerns contained in the original proposal. As occurred previously, however, time-sensitive charges and requests prevented the EDI Committee from completing its work on the charge in the spring semester. In fall 2016, the committee requested an extension until March 31, 2017, which the SEC granted.

In the 2016-2017 academic year, the committee reviewed the research gathered since 2014, carefully considered the feedback provided on the subcommittee's draft policy, and worked to refine the policy and recommendations to create a proposal that would substantially improve the campus climate for transgender individuals and those who are gender nonconforming, and yet would be realistic regarding the significant resources required to overhaul existing information management systems. Representatives of the committee reviewed the revised policy with a group of stakeholders representing IRPA, UHR, the Office of Data Administration, Enrollment Management, the Office of the Registrar, and University Relations. The Office of General Counsel also reviewed the policy. The committee learned that the University is currently pursuing or considering several information technology modernization projects. Replacements for both UHR and SIS are planned, and these systems will be designed to communicate with each other in ways current University tools cannot.

The EDI Committee made additional adjustments to the policy and recommendations. Both the policy and recommendations reflect a commitment to codifying certain fundamental principles in policy while allowing the University the flexibility to implement those principles in a responsible manner. They support the University's goals of inclusion by proactively collecting and disseminating information on gender identity and personal pronouns. They further empower all members of the University community by giving them control over their personal identity information, and provide much-needed tools for particularly vulnerable populations.

While studying the University's handling of personal identity information in the context of gender identity issues, the committee learned of other communities who are also affected. Similar problems face individuals who changes their name (including because of marriage); people who use a single name, as is the practice in many parts of the world; those who use more than three names; and those whose names are not easily divided into first and last names.

**The current haphazard, and for students awkward, process of updating personal identity information, combined with the restriction of sex/gender to binary options, creates a less-than-welcoming atmosphere for people who are transgender or gender nonconforming. Although the committee found no reason to believe this is intentional, it fails to meet the University's ideals of equity, diversity, and inclusion. When fully implemented, the proposed policy is designed to remedy these shortcomings and help further the University's commitment to becoming a model for diversity and inclusive excellence.**

On March 10, 2017, the EDI Committee voted unanimously in favor of forwarding the Policy Concerning Name, Sex, Gender, and Other Personal Identity Information in University Records to the Senate for its consideration.

## **RECOMMENDATIONS**

The EDI Committee recommends that the Senate approve the **Policy Concerning Name, Sex, Gender, and Other Personal Identity Information in University Records** as shown immediately following this report, which ensures that each member of the University community retains control over their own personal identity. In addition, the committee makes the following recommendations:

- The University's information management infrastructure should permit all members of the University community to change their primary name, gender identity, personal pronouns, and honorific/title without undue difficulty.
- Primary names should be used in all contexts except where the legal name is required (e.g., for federal reporting).
- The University should collect and store gender identity markers for members of the University community. Gender identity should be used in all contexts except where sex is required. Options for gender identity should at least include man, woman, and non-binary.
- The University should collect and store personal pronouns for members of the University community. Specifying personal pronouns should be optional. When identified, personal pronouns should be distributed on course rosters and displayed in directory records. Options for personal pronouns should include he, she, and at least one non-binary option.
- When the University collects honorifics/titles for members of the University community, selecting an honorific/title should be optional. The current list of selectable honorifics for faculty and staff (n/a, Mr., Ms, Miss, Mrs., and Dr.) should be expanded to include at least one non-binary option.
- The University should periodically review the available options for gender identity markers, personal pronouns, and honorifics/titles, and update the choices available to members of the University community as appropriate.
- The University should improve the ability of its systems to accommodate individuals who use a single name, who have more than three names, or who have names that cannot be classified as either a first or last name.
- Information management systems should be designed so that individuals should only have to update their information a single time, and changes should be propagated across relevant systems with no further action by the individual. Until such systems are implemented, the University should improve its communication of how to update personal identity information.
- Individuals should be told at the time of information collection why it is being collected and how it will be used. The committee realizes there are certain situations in which the University is not directly collecting information, as is the case with admissions, which may make this impossible.
- Programs to educate the campus community on the use of personal identity information should be created, particularly to assist those whose gender identity differs from their sex or who do not identify with the categories used in University records. Training for those who deal directly with matters of personal identity (e.g., Health and Counseling Center staff, academic advisors, Office of the Registrar staff, and those in UHR) should be developed. In addition, the Faculty Handbook, the UHR website, and the Undergraduate and Graduate Catalogs, as well as programs and resources offered by the LGBT Equity Center and the Learning and Teaching Center, should be revised to align with these recommendations.
- The University should retain authority to review changes to a student's primary name, and should deny changes that:
  - Are intended to misrepresent a person's identity or misappropriate the identity of another person;

- Are intended to avoid a legal obligation; or
- Are derogatory, obscene, or convey an offensive message.

Students whose requests are denied should be able to appeal using procedures established by the University.

- Students should continue to be allowed to select either their legal name or their primary name to appear on their diploma.
- The committee strongly recommends that the information technology modernization currently underway be used as an opportunity to address the above recommendations and improve the handling of personal identity information. As the University develops new information systems, individuals' control over their personal identity information should be a key objective.
- The University should designate an office/individual to oversee implementation of this policy and its recommendations, and report annually to the Senate until the policy is fully implemented, beginning on March 1, 2018.
- The Senate EDI Committee should be charged with a review of this policy and associated appeal procedures in the fall of 2018.

## **APPENDICES**

Appendix 1 — Personal Identity Information and Current University Practices

Appendix 2 — Memo from the Student Affairs Committee (December 23, 2014)

Appendix 3 — State Policies and Additional Peer Research

Appendix 4 — Senate Executive Committee Charge on Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases (Senate Document #14-15-03)



## **POLICY**

### **UMCP Policy Concerning Name, Sex, Gender, and Other Personal Identity Information in University Records**

#### **I. Purpose**

The University of Maryland recognizes that name and gender identity are central to most individuals' sense of self and well-being, and that it is important for the University to establish mechanisms to acknowledge and support individuals' self-identification. With this in mind, the University of Maryland establishes the following policy on the use of names, sex and gender identity markers, and honorifics or titles recorded for all members of the University community (students, active or retired faculty and staff, and alumni).

#### **II. Policy**

It is the policy of the University of Maryland that, to the extent allowable under applicable law, all members of the University community should be in control of their own personal identity information. Important attributes of identity that are recorded in University records may include name, sex, gender identity, personal pronouns, and honorifics or titles. University recordkeeping and information dissemination systems shall be designed, whenever practicable, to facilitate the individual's control over their own identity information.

The University shall not assign sex, honorific, or title based on name, and no identity marker will be assigned or chosen based on another marker.

The University shall provide notice of the intended purpose and use of the sex and gender identity information it collects.

#### **III. Procedures**

The University shall establish and supervise mechanisms for changing personal identity information, for reviewing and updating these mechanisms as necessary, and for informing any individual whose requested change is denied.

#### **IV. Appeals**

The University shall identify an appeals process to follow if a requested change is denied, and to address any violations of this policy.

### Equity, Diversity, & Inclusion Committee



Personal Identity Information and Current University Practices | March 2017

*This appendix reviews terminology and current practices related to the collection, storage, and updating of personal identity information.*

#### Name

##### Employees (faculty, staff, and graduate assistants)

- The Payroll and Human Resources System (PHR) is the primary application used for entering, displaying, and updating employees' information. Personal information is not stored in PHR, however, which is rather a tool for updating Universal Person System tables.
- Employees can view their name(s) using the Administrative Resource Enterprise Services (ARES) web portal. While the system can store multiple versions and iterations of employees' names, two different names are visible to the employee through ARES:
  - **Payroll Name:** This name appears on W2 forms, paychecks, and other official documents that involve Payroll Central. Employees must speak with their payroll coordinator to change their payroll name.
  - **Primary Name:** This name, which can differ from an individual's payroll name, appears in the University directory and on ID cards. Employees can easily change their first, middle, and last name through ARES.

##### Students (undergraduate and graduate)

- The Student Information System (SIS) is the primary tool for displaying and updating students' information.
- Students do not have a system like ARES through which they can view or change their names. Instead, they must visit the Office of the Registrar in person to make a change. While SIS stores multiple versions and iterations of students' names, two are of primary interest:
  - **Legal Name:** This name appears on transcripts and financial aid documents. Students must provide their legal names when applying for admission. Updates to a student's legal name require official documentation of a name change.
  - **Primary Name:** This name, which can differ from a student's legal name, appears in the University directory, on ID cards, and on class rosters. Students can only change their first name by visiting the Office of the Registrar and explaining the reason for the change.

A number of other databases and systems pull personal identity information from PHR and SIS. In general, this flow is one-directional (i.e. systems such as ELMS may pull information from SIS, but changes made in ELMS do not flow back to SIS). In the case of students who are also employees, however, changes made in either PHR or SIS may be reflected in the other. For example, a student may change his/her primary name in SIS through the Registrar, and subsequently become a student employee. When the student's record in PHR is created using the student's legal name, PHR may change the primary name in SIS back to the student's legal name, which would then begin appearing in the directory and on class rosters. While the systems are designed to prioritize changes in whichever system is associated with the individual's *primary* role on campus, students still encounter this issue.

In general, University systems default to an individual's primary name in all contexts except where a payroll or legal name is required. There are currently no satisfactory solutions for persons who use only a single name, who have more than three names, or who have names that cannot be classified as either a first or last name (e.g., international students and scholars).

## Sex/Gender

### Employees (faculty, staff, and graduate assistants)

- PHR contains a "gender" field that is populated when each employee is initially hired. The only options are "female" and "male."
- Employees can change their "gender" marker through ARES at will.

### Students (undergraduate and graduate)

- SIS contains a "sex" field that is populated when students complete their application for admission. The only options are "female" and "male."
- Students can change their "sex" marker by submitting a paper form to the Office of the Registrar (the form must be co-signed by a UMD employee, and states "I know the student identified above and can attest that this request is reasonable"). Students who have used this process have reported that the change appears inconsistently across University records, and can potentially be overwritten by older information.

When the Office of Institutional Research, Planning, and Assessment (IRPA) submits federal reports on employee demographics, it uses information entered through PHR. This data is "frozen" twice a year for reporting purposes, so changes in the number of "female" and "male" employees can be seen over time. In the case of students, reporting is cohort-based. The initial sex markers recorded for the class of students admitted each year are used until graduation, regardless of any subsequent changes made in SIS. The federal reporting system only allows "female" and "male," and requires that the combined number of "females" and "males" match the total number of individuals. If IRPA encounters employees or students without a sex/gender marker, it must assign them one of the two options in order to fulfill the University's reporting obligations.

The state of Maryland requires that the University complete a report on all employees it hires. While the process does ask an employee's "gender"—with female/male the available choices—the field is optional. State employees may update their gender using an online system.

The Office of Research Administration (ORA) does not maintain any sex/gender information in its Coeus award management system. In addition, ORA does not report any such information in proposals submitted to sponsors; if that information is included in applications, it is optional and left to the principal investigators to choose whether or not to provide it. ORA does not track which sponsors include this information within applications.

## Honorific/Title

### Employees (faculty, staff, and graduate assistants)

- PHR contains a "prefix" field that employees may voluntarily use. Current options are n/a (the default), Mr., Ms., Miss, Mrs., and Dr. These prefixes appear in the University directory, and may be used by systems that pull from PHR.

### **Students (undergraduate and graduate)**

- SIS does not contain an honorific/title field, and no such information is recorded for students at the University level.

### **Partial List of Systems that Store/Interact with Personal Identity Information**

- PHR (personnel records)
- SIS (Student Information System)
- UPS (Universal Person System)
- ENTITY (alumni database shared with USM institutions)
- Admissions
- Health Center
- Sunapsis (International Student and Scholar Services)
- UMEG and ELMS/Canvas



1100 Marie Mount Hall  
College Park, Maryland 20742-7541  
301.405.5805 TEL 301.405.5749 FAX  
<http://www.senate.umd.edu>

Memorandum

To: Terry Owen, Chair, Senate Equity, Diversity, & Inclusion (EDI) Committee

From: Ian Chambers, Chair, Senate Student Affairs Committee

Date: December 23, 2014

Re: Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases (Senate Document #14-15-03)

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I am writing on behalf of the Senate Student Affairs Committee (SAC) regarding its research on the practice of allowing students to designate a preferred name at UMD. As you know, within the charge to the EDI Committee on policies and procedures related to preferred/primary names and sex/gender markers, the Student Affairs Committee was asked to complete a few specific tasks related to student name changes and report its findings and any recommendations to the EDI Committee.

The SAC has outlined its work and findings related to each specific task listed in the charge below.

**a. Current UM policies and procedures for changing student preferred/primary names on unofficial documents.**

To fulfill this point of its task, the SAC reviewed the proposal and all supplementary information included on preferred names for students; reviewed information available online (<http://www.umd.edu/lgbt/transresources.html>) about UMD's process for designating a preferred name; met with Associate Registrar Jackie Vander Velden on November 14, 2014; and corresponded via email with Human Resources and the Office of International Student and Scholar Services.

*Findings*

The SAC found that the University of Maryland does have procedures for students to designate a preferred name for use on unofficial university documents, such as student ID cards, class lists, and student directories. There is no official University policy guiding the procedures or process at this time.

Prior to 2010, preferred names could be designated for students on an ad-hoc basis when the LGBT Equity Center contacted the Registrar's Office and requested a change be made. No documentation was involved and no formal process was implemented. In 2010, it was clear that a process needed to be created, so a pilot program was established through the Registrar's Office (see enclosed memo).

Today, students may designate a preferred name by visiting the Registrar's Office and filling out the appropriate form. The LGBT Equity Center can also provide the form and direct students to the Registrar's Office. The Registrar's Office explains to students where the name will be used and where the legal name is required, and suggests other offices or systems that the students will need to change on their own as well, such as ARES if the student is an employee.

*Remaining Concerns*

The SAC has the following concerns that EDI should consider as it moves forward:

1. ARES: Students who are employees need to designate a preferred name with the Registrar's Office and in ARES, the University's personnel services website. ARES allows student employees to designate a "Primary Name," which will be used on a day to day basis and in any University reporting. Since ARES is online, this step may not be cumbersome, but students will need to be aware of the second system.
2. International students: The SAC received conflicting information on whether international students are able to designate a preferred name. Information from the Registrar's Office suggested that Department of Homeland Security regulations may prevent international students from being able to designate a preferred name, while information from the Office of International Student and Scholar Services indicated that such regulations only apply to situations where the legal name continues to be required by UMD already, such as on transcripts and financial documents. It appears as if international students are currently unable to designate a preferred name, but the SAC feels that all students should have the same ability to designate a preferred name. The EDI Committee should consider reaching out to the Office of International Student and Scholar Services for more information, and should determine whether there are any circumstances where the legal name of an international student must continue to be used. Additionally, if international students are given the ability to designate a preferred name, the Office of International Student and Scholar Services should consider making information on the preferred name process easily accessible to international students, including in materials such as admissions packets or in orientation sessions.
3. System concerns: In its consideration of this issue, the SAC learned that there are many databases on campus that do not communicate or share information. While designating a preferred name with the Registrar's Office will change the name in the Student Information System (SIS), it will not cause UMEG or ELMS class lists to refresh if lists have already been downloaded. SIS and ARES information is also separate. The SAC is concerned that students need to know of any additional places where they must designate a preferred name or any additional steps that will need to be taken. The SAC noted that a policy could outline each of these additional steps for clarity.
4. Communication concerns: The SAC felt that this is an area where students need to be clearly told and reminded of the procedure and implications of a preferred name designation. The SAC felt that a first step forward would be to ensure that appropriate websites have information outlining the process and answering key questions. Currently, the LGBT Equity Center has some information available on its website, but the SAC could not find information on the Registrar's Office website. The Registrar's Office has raised concerns that students may designate a preferred name as a freshman, and later may not recall every instance of where the name will change. This is particularly a concern with mailings, since University mailings will use the preferred name. There have been instances where mail is sent to the permanent address to a parent who is unaware of the student's choice to use a preferred name. The SAC understands there may not be a way around this concern, but it may help to continually remind students of where the preferred name will be used.

### *Recommendations/Suggestions*

The SAC suggests that a University policy be developed to allow students to designate a preferred name for use at UMD. The SAC suggests that the policy outline the process and include reference to any additional steps students need to complete beyond designating a name with the Registrar's Office, such as changing their name in ARES if they are a student employee.

The SAC recommends finding a way to consolidate and standardize information across databases. If there is no way to connect databases, information linking to other systems could be included to remind students that additional steps may be necessary before a preferred name can be fully implemented.

The SAC felt strongly that a communication strategy will be a necessary component of a preferred names policy. Currently, no information on designating a preferred name exists on the Registrar's Office webpage. In reviewing peer institutions, the SAC appreciated efforts by other institutions to provide FAQ documents and other online information that lays out the implications of where a preferred name will be used and where a legal name will still be required. The SAC suggests that such efforts be encouraged at UMD as well.

Additionally, the SAC discussed how to continually remind students of where a preferred name will be used and where it will not be used, so that they continue to be aware of potential issues. The SAC suggests considering a mechanism through the Registrar's Office and the online student portal to remind students who have designated a preferred name each semester or on an annual basis.

**b. Peer and Big 10 institution policies and procedures for changing student preferred/primary names.**

To fulfill this point of its task, the SAC reviewed information available online from all Big Ten institutions, and considered whether peer institutions had examples that should be considered. The SAC's research is enclosed. The SAC also reviewed a document provided by the Registrar's Office, which showed the results of a 2012 survey of Association of American Universities (AAU) Registrar's Offices on policies and procedures related to preferred names for students.

*Findings*

The SAC found many similarities between the University of Maryland's process and processes at Big Ten institutions that have a preferred names policy or procedure. Of institutions that have adopted a procedure or policy, all seem to have the same or similar use, allowing for a preferred name to be used on class rosters, student directories, and unofficial University documents. All note that there are certain documents that require the use of a legal name, such as transcripts or financial aid documents.

The SAC focused its discussion on the University of Michigan, Michigan State, Ohio State, Northwestern, and Purdue. Each of these institutions has an online process, through some sort of student portal or online directory, and each provide clear guidance on where the preferred name is used and where it will not be used. The SAC found a few interesting points it wanted to share related to these institutions:

- [University of Michigan](#): In directories at the University of Michigan, the legal name still appears in the directory under "Also Known As." An individual would need to contact Information and Technology Services and request that the legal name be hidden.
- [Michigan State](#): According to the institutions [FAQ's](#) on this issue, the preferred name appears alongside the legal name in some places, such as ID cards: "The preferred name will print in the place of the legal first name on the front of the card. The legal first and last name will be printed on the back of the card."
- [Northwestern University](#): The committee is unclear on whether Northwestern allows the ID card to be changed.
- [Ohio State](#): According to the [FAQ's](#), preferred names may not be used on student ID cards at Ohio State because the ID can be used as a second form of ID off-campus.
- [Purdue University](#): the ID card at Purdue may display the preferred name, but the legal name will be included on the back of the card.

### *Remaining Concerns*

Since the SAC found varied use the preferred name on ID cards, it considered the question of whether ID cards can be used as a second form of identification, and if so, what requirements may or should exist related to using a legal or preferred name. On the one hand, the SAC noted that for identification purposes, it may be important to have some reference to a legal name so that the ID card will match a driver's license or passport. On the other hand, the SAC discussed how including the legal name on the ID card makes it more difficult for a student to go by a preferred name, and connects students to a name that they may wish to move beyond. The SAC remains concerned about weighing these considerations, and suggests that EDI seek a balanced solution that acknowledges the implications for students who identify as transgender or other individuals who wish to remove any visible unofficial connection to a legal name.

### *Recommendations/Suggestions*

The SAC suggests that information about the preferred name process for students be articulated online on University websites, such as the Registrar's Office website. In addition, the SAC recommends that the University develop a comprehensive Frequently Asked Question page, similar to those found at peer institutions, to help facilitate understanding related to the policy or procedure.

The SAC suggests that the Registrar's Office and the University administration consider whether the process for designating a preferred name for students could be moved online. The SAC notes that many peer institutions have online systems, which may be easier for students to access, but the SAC also understands that our current systems and databases may not be capable of handling such a process online.

#### **c. Requirements of the Office of the Registrar for recording a student's legal name versus preferred name in University records.**

To fulfill this point of its task, the SAC met with Associate Registrar Jackie Vander Velden.

### *Findings*

The SAC found that the University is required to use the legal name on official documents such as transcripts and student financial aid documents.

### *Remaining Concerns*

The SAC has the following concerns that EDI should consider as it moves forward.

- ID cards: In relation to its previous concern, the SAC is unsure of whether there are state regulations on student identification cards if intended for use as an official form of identification. The SAC recommends that EDI consider whether any such regulations exist.
- International Students: Related to the concern articulated above, EDI should investigate whether there are additional requirements for use of the legal name for international students, to determine whether a policy or procedure would need to have any exceptions or added steps for international students and to ensure that the University does not create additional complications for international students.

### *Recommendations/Suggestions*

The SAC feels that the places in which the legal name is used at the University are appropriate, and suggests that no changes are needed to expand how and where the preferred name is used at UMD.



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After concluding its consideration of this issue, the Student Affairs Committee was in agreement with the above suggestions. The Student Affairs Committee respectfully submits this report for consideration by the EDI Committee, and looks forward to learning more about EDI's consideration of preferred and primary names for all members of the campus community. Please contact me with any questions or concerns that you or the committee may have. Thank you for your consideration of this report.

Enclosures:

- Preferred Name Pilot Program Memo
- Peer Institution Research on Preferred Name Policies and Procedures
- Student Affairs Committee Minutes from 11.14.14

IC/seh

F: Registrar, Office of

11987AAV

OFFICE OF THE SENIOR VP  
FOR ACADEMIC AFFAIRS



# UNIVERSITY OF MARYLAND

OFFICE OF THE REGISTRAR

AUG 05 2010

RECEIVED  
UMCP

Mitchell Building  
First Floor  
College Park, Maryland 20742  
301.314.8240 TEL 301.314.9568 FAX

August 4, 2010

## MEMORANDUM

**TO:** Dr. Nariman Farvardin, Senior Vice President for Academic Affairs and Provost

**FROM:** Luke Jensen, Director, Office of Lesbian, Gay, Bisexual and Transgender Equity  
 Chuck Wilson, Assistant Vice President for Extended Studies and Interim  
 University Registrar *LUKE JENSEN*

**SUBJECT:** Preferred Name Pilot Program

We are writing to ask that you approve a pilot program for the fall 2010 semester to allow all graduate and undergraduate students to substitute a "preferred name" for their legal name on student identification cards, class lists, and in student directories. While many members of the campus community may prefer to use a name other than their legal name to identify themselves in the classroom or workplace, the impetus for this pilot program is to assist our transgender students.<sup>1</sup> We suggest a pilot program for all students in order to evaluate the feasibility and scope of adopting a University-wide preferred name policy.

The pilot program would require a student to make a written request to the Registrar to use a preferred name. The Registrar will grant a student's request to use a preferred name, except if circumstances indicate that the request is for the purpose of misrepresentation, or to otherwise avoid a legal obligation. Following approval, the Registrar will substitute the preferred name for the legal name on the student's identification card, class lists, and in student directories (associated costs, if any, would be paid by the student). A student's preferred name will be linked to the student's legal name which will continue to be shown on the student's transcript, financial aid records, and other records where use of the legal name is required by law or University policy.

We expect that most requests during the fall 2010 semester will be referrals from Luke. While the campus will not advertise this option during the pilot program period, if faculty or staff ask to use a preferred name, they will be referred to University Human Resources for processing.

cc: Dr. Ann G. Wylie  
 William McLean  
 Dale Anderson  
 Susan Bayly

*Approved*  
*mf*  
 8/5/10

<sup>1</sup> Attached is an article that describes the benefits of preferred names to transgender students at the University of Vermont. Also attached is the University of Michigan's Preferred Names Policy. The University of Massachusetts and Illinois State University also have preferred name policies. Susan Bayly has advised us that a preferred name policy is legally permissible, but must apply to faculty, staff, and students.

### *University of Illinois at Urbana-Champaign*

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- Registrar's Office – Information on how to submit your legal name change, not preferred name change, to the office. <http://www.registrar.illinois.edu/graduation/namechange.html>
- LGBT Office – Directs to the Registrar's Office.
- Diversity Office – No information.
- International Student Services – No information.

### *Indiana University (Bloomington)*

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- Student Central on Union (student services offices combining information from Registrar and Student Financial Assistance Office) (<http://studentcentral.indiana.edu/personal-information/update-information/name.shtml>)

“Your **Primary** name data is your legal identifier, as recognized by the federal government (Social Security Administration and the Department of State) and the state of Indiana. It's what is reflected on your official academic record, and is used for grade rosters, transcripts, and diplomas.

The **Preferred** name can be modified by an individual to recognize a diminutive or nickname (e.g., Bob rather than Robert or Cindy rather than Cynthia).”

“In certain cases, such as transgendered students with differently gendered Preferred and Primary names, to reduce the chance of confusion and possible embarrassment, we suggest you legally change your name and officially update your IU academic record. If you do not wish to do this, we suggest that upon changing your Preferred name you advise the Office of the Registrar at [regrdemo@indiana.edu](mailto:regrdemo@indiana.edu) of your dual name status.”

- Registrar's Office – No information.
- LGBT Office – Information on how to legally change your gender and name, but not specific preferred name change information. <http://gibt.indiana.edu/resources/Indiana%20Gender%20Identity.php>.
- Diversity Office – No Information.
- International Student Services – No information.

## *University of Iowa*

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- Registrar's Office - Permanent name change form, not a preferred name.  
<http://www.registrar.uiowa.edu/LinkClick.aspx?fileticket=tSiwq15GOUi%3d&tabid=79&mid=415>.
- LGBT Office – No information.
- Diversity Office – No information.
- International Student Services – No information

## *University of Michigan*

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- Preferred names policy and procedures: <http://www.itcs.umich.edu/itcsdocs/r1461/>

### **What Is a Preferred Name?**

You may prefer to go by a name that is different from your legal name. Also, you may want to have this name appear instead of your legal name in your [MCommunity Directory](#) profile and in other university records and documents. The university allows you to do this by setting a preferred name. You must set the preferred name in [Wolverine Access](#), and it will then appear in your directory profile and other records. Some records, such as paychecks, that require use of a legal name, may not be able to use your preferred name. However, whenever possible, your preferred name will be used.

### **The Preferred Names Policy**

Here is the text of the policy:

The university recognizes that as a community many of its members use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation, the university acknowledges that a "preferred name" can and should be used wherever possible in the course of university business and education.

Therefore, it is the policy of the university that any student, active or retired faculty or staff member, or alumni may choose to identify themselves within the university's information systems with a preferred name in addition to the person's legal name. It is further understood that the person's preferred name shall be used in all university communications and reporting except where the use of the legal name is required by university business or legal need.

The individual is free to determine the preferred name he or she wants to be known by in the university's information systems. However, inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request.

- Registrar's Office - Reference to process for legal name change with Student Services.  
[https://umich-regoff.custhelp.com/app/answers/detail/a\\_id/1310/~~/documentation-required-to-process-a-student-name-change-or-correction](https://umich-regoff.custhelp.com/app/answers/detail/a_id/1310/~~/documentation-required-to-process-a-student-name-change-or-correction).
- LGBT Office – Information on legal name changes.  
<http://spectrumcenter.umich.edu/article/michigan-name-change-help>.
- Diversity Office – No information.
- International Student Services – No information.

### **Michigan State University**

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- Preferred Name Policy included in Academic Programs Manual  
(<https://www.reg.msu.edu/academicprograms/Text.aspx?Section=112#s10923>)

**LEGAL NAME.** Students are required to provide their legal name at the time of application and to process official name changes while enrolled, as appropriate. Name change requests must be submitted to the Office of the Registrar with appropriate documentation. Documentation consists of a current driver's license, official state ID card, Social Security card, court order of legal name change, current passport, or official proof of identity certified by U.S. embassy abroad or by the appropriate foreign embassy in the United States.

**DIPLOMA NAME.** Students indicate their diploma name on the Michigan State University Application for Graduation. The student name listed on a diploma or certificate must match the legal name as it is recorded on the student's official university record, with the following exceptions: option of first name or initial; option of middle name or initial; inclusion of former or maiden name(s); and inclusion of proper capitalization and accentuation of name.

**PREFERRED NAME.** The university recognizes that many of its students use names other than their legal names to identify themselves. Students may indicate their preferred first name on the Michigan State University Application for Admission or by accessing STUinfo (<http://stuinfo.msu.edu>).

Once established, preferred name will be used along with legal name across university systems, where possible. The university reserves the right to remove a preferred name if it is used inappropriately, including but not limited to, avoiding a legal obligation or misrepresentation. The legal name will continue to be used for certain university records, documents, and business processes such as reporting, financial aid, official transcripts, and other records where use of legal name is required by law or university policy.

Students may update or remove their preferred name via STUInfo or in person at the Office of the Registrar, Hannah Administration Building, 426 Auditorium Road, Room 150, East Lansing, Michigan, 48824-2603.

- Registrar's Office - Students are able to change their name to a preferred name, information for that process is available in the FAQ's here: <https://www.reg.msu.edu/ROInfo/FAQRO.aspx#Current18B>.
- LGBT Office – Information on how to change preferred name included in resources section, and directs people to the Registrar's Office and StuInfo.
  - LGBT Resource Center flyer on new policy <http://lbgtrc.msu.edu/wp-content/uploads/2010/08/preferred-name-policy-flyer.pdf>.
- Diversity Office – No information.
- International Student Services – Reference to name change information on the Registrar's Office website.

### *University of Minnesota*

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- Registrar's Office - No information.
- LGBT Office – No information.
- Diversity Office – No information
- International Student Services – No information on preferred name changes. Instructions are included directing students to report legal name changes to the university. [http://www.iss.umn.edu/jscholar/J\\_SEVIS\\_Scholar.html](http://www.iss.umn.edu/jscholar/J_SEVIS_Scholar.html).
- University of Minnesota Student Senate: Resolution on Preferred Name Policies: [http://www1.umn.edu/usenate/resolutions/preferred\\_nameres.html](http://www1.umn.edu/usenate/resolutions/preferred_nameres.html).
  - Note from University Administration upon receipt of the resolution: \* The University administration supports the Resolution on Preferred Name passed by the Student Senate. Use of students preferred name in the classroom and on campus is essential to a safe, inclusive environment at the University of Minnesota, and resources should be dedicated to ensuring preferred name appears on class lists and grade rosters in the student system. The Name Change Request form will continue to serve as a way for student to request a change in their legal name, which will then be updated in the University's student record database. Preferred name can be created/changed through the One Stop Personal Information Quick Link.

### *University of Nebraska (Lincoln)*

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- Registrar's Office - Information on legal name change, not preferred name change. <http://registrar.unl.edu/student-information>.
- LGBT Office – Information on legal name and gender change. <http://involved.unl.edu/trans-guide-0>.

- Diversity Office – No information
- International Student Services – No information.

### Northwestern University

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- Preferred name became an option in September of 2010  
[http://www.registrar.northwestern.edu/academic\\_records/name\\_change.html](http://www.registrar.northwestern.edu/academic_records/name_change.html) and  
[http://ses.northwestern.edu/documentation/SC\\_Maintain\\_Names\\_Tip\\_Sheet\\_v9.pdf](http://ses.northwestern.edu/documentation/SC_Maintain_Names_Tip_Sheet_v9.pdf)

### Preferred Name

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Current students (except for those in the Kellogg School of Management) can indicate a “preferred” first name, which is a name the student wishes to be commonly known as, if different from his or her legal first name. A student may change his or her preferred first and/or middle names using CAESAR. *The student's preferred name will only be seen on Class Rosters, Grade Rosters, Course Management System (Blackboard), and the Online Directory.*

**Please note:** the “primary” name will continue to be the student's legal name and will continue to appear on transcript, the Wildcard, and any documentation involving financial aid or student accounts. Students must continue to use their primary names when conducting official University business. In addition, indicating a preferred name will *not* change a student's e-mail address that appears in the NU Online Directory. It is important to know that the primary name can only be changed by visiting the Office of the Registrar and requesting a formal name change (see above).

For assistance with the preferred name, see the Maintaining your Preferred Name in CAESAR tip sheet, or contact the NUIT Support Center at 847-491-HELP (4357).

### Maintaining your Preferred Name in CAESAR tip sheet

- Registrar’s Office - Information for registration of a legal name change. University policy dictates that the name displayed on the student database match the name on the student’s social security card. [http://www.registrar.northwestern.edu/academic\\_records/name\\_change.html](http://www.registrar.northwestern.edu/academic_records/name_change.html).
- LGBT Office – No information
- Diversity Office – No information
- International Student Services – No information.

### Ohio State University

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- Preferred name procedure and process implemented with a new system in BuckeyeLink in fall of 2013
  - Instructions on how to update your preferred name.  
[https://it.osu.edu/assist/sis/WebHelp/studentcenter/sc\\_update\\_name.html](https://it.osu.edu/assist/sis/WebHelp/studentcenter/sc_update_name.html).

- Office of Student Life FAQ on Preferred Name: <http://studentlife.osu.edu/articles/preferred-name-frequently-asked-questions/> :

### ***What is a preferred name?***

It is the name that you are called in day to day life. Perhaps you have always gone by your middle name, or a nickname, or a name that is easier to pronounce. Transgender students may self-identify by one name but have not opted to make that change legally.

### ***How do I make the change?***

Students can make the change themselves via Buckeye Link self-service in the personal information area. There is no documentation or permission required. There is a heading for name, and an option for preferred name. Changing it is as easy as changing an address or phone number. If no preferred name is selected, the legal name is the default.

### ***Will it appear on my BuckID?***

No. Your BuckID can be used as a secondary form of identification in many places, and having two IDs with different names could prove to be a problem.

### ***What about student employees?***

Everything student related would follow the preferred name model, and everything employee related would not. So a student would show up in Carmen under the preferred name, and their legal name would show up on a paycheck.

- Registrar's Office - Information for changing a student's legal name. [https://registrar.osu.edu/students/req\\_chng\\_rec.pdf](https://registrar.osu.edu/students/req_chng_rec.pdf).
- LGBT Office – Information on the new policy for changing a students preferred name. <http://multiculturalcenter.osu.edu/posts/documents/preferred-name-faq-10-13.pdf>.
- Diversity Office – Directed to the LGBT Office
- International Student Services – No information.

### ***Pennsylvania State University***

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- Preferred name policy listed in the policy manual, effective January 27, 2014. <https://guru.psu.edu/policies/AD84.html>.

### **PREFACE:**

This mechanism is intended for those who have a significant reason for utilizing a preferred name instead of, or in addition to, their legal name, particularly individuals in the process of gender transition or those who have a safety concern. At this time, Penn State does not have information systems in place which can accommodate all forms of a person's legal and preferred name; changes must be made manually, on a



case by case basis, for each system that can accommodate a preferred name. Name changes based on preference alone cannot be accommodated at this time but may become available as future information systems are designed.

- Registrar's Office - Information on how to legally change a student's name. [http://www.registrar.psu.edu/student\\_forms/namechange.pdf](http://www.registrar.psu.edu/student_forms/namechange.pdf).
- LGBT Office – No information.
- Diversity Office – No information.
- International Student Services – No information.

## ***Purdue University***

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- Preferred name may be specified on BlackBoard and on Boilerlink. Preferred name change information: <http://www.purdue.edu/lgbtq/resources/bbchange.html> ; <http://www.purdue.edu/lgbtq/resources/boilerlinkname.html> ; <http://www.purdue.edu/business/card/faq.html#whatspreferred>

### **What is a preferred name?**

- Many individuals on campus have expressed a desire to be known by a name different than their legal name, which is referred to as preferred name.

### **How do I change my preferred name?**

- Students can change their preferred name via the myPurdue portal. <https://wl.mypurdue.purdue.edu/cp/home/displaylogin>
- Faculty and staff must contact Human Resources.
- The Purdue ID Card Office is not able to change preferred names in either system.
  - It may take up to 3 business days for the update to appear and a card to be printed

### **Where else does my preferred name appear?**

- The legal name will continue to be used in business processes that require use of the legal name, such as for payroll records and student transcripts.

### **Who can get their preferred names on their Purdue ID Card?**

- Faculty, staff, retiree, and student cardholders may have an appropriate preferred name used on their Purdue ID Cards.
- Registrar's Office – Referred to the LGBT preferred name information.

- LGBT Office – Preferred name information.  
<http://www.purdue.edu/lgbtq/resources/bbchange.html>
- Diversity Office - Referred to the LGBT preferred name information.
- International Student Services - Referred to the LGBT preferred name information.

### *University of Wisconsin*

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- Registrar's Office - Preferred name policy [http://registrar.wisc.edu/preferred\\_name.htm](http://registrar.wisc.edu/preferred_name.htm).

#### **Policy**

It is the policy of the University of Wisconsin – Madison that any faculty, staff, or student may choose to identify themselves within the university community with a preferred first and/or middle name that differs from their legal name.

As long as the use of the preferred first and/or middle name is not for the purpose of misrepresentation, it will appear instead of the person's legal name in university related systems and documents except where the use of the legal name is required by university business or legal need.

- LGBT Office – Information on the phasing in of the new preferred name policy.  
<http://lgbt.wisc.edu/trans.htm>.
- Diversity Office – No information.
- International Student Services – No information.

### *Rutgers University*

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- Preferred name procedure begins in Fall 2014. Information <http://socialjustice.rutgers.edu/trans-ru/on-campus-preferred-name-change>.

Rutgers University recognizes that members of the university community use names other than their legal names with which to identify themselves. The university seeks to promote the comfort and safety of students who wish to be identified by a name other than their legal name by instituting a preferred name procedure.

The student's preferred name shall be used in all university communications and reporting, except where the use of the legal name is required by university business or legal need.

- Beginning in the Fall 2014 semester, the student's preferred name will be displayed in the following:** electronic course management systems; sakai, class rosters

\*Please allow for at least 48 hours for your preferred name to appear in the course systems.

**b. The student's legal name will be displayed on the following university locations and documents:** transcripts; enrollment certifications; financial aid records; student accounts; health insurance documents; payroll documents (for student employees); diplomas.

\*\*Please note we are currently working on also changing names in the following systems, but they will not be available until later in the year: residence hall rosters; student identification cards

- Registrar's Office - No information
- LGBT Office - Preferred name information <http://socialjustice.rutgers.edu/trans-ru/on-campus-preferred-name-change>.
- Diversity Office – No information
- International Student Services – No information.

**STUDENT AFFAIRS COMMITTEE MINUTES**  
**NOVEMBER 14, 2014**  
**11:00AM – 12:00PM**  
**3121 SYMONS HALL**

**Members Present:** Ian Chambers(Chair), Benjamin Bengfort (Graduate Student), Ellen Cesewski (Undergraduate), Robin Chiddo (Ex-Officio University Relations Rep), Mihili Gunaratne (Undergraduate), Cynthia Hale (Ex-Officio Provost's Rep), Mary Hummel (Ex-Officio VP Student Affairs Rep), Rebecca Kenemuth (Exempt Staff), Kevin Lafrancis (Undergraduate), Michael Lee (Undergraduate), James McShay (Ex-Officio VP Student Affairs Rep), Pamela Orel (Faculty), Dennis Passarella-George (Ex-Officio Resident Life Rep), Piyush Ramachandran (Graduate Student), Josiland Sledge (Non-Exempt Staff), Austin Trupp (Undergraduate), Andrew Williams (Graduate Student).

**Members Absent/Excused:** Kellie Achstetter (Undergraduate), Joseph Baier (Undergraduate), David Bigio (Faculty), Ori Gutin (Undergraduate), Mark Leone (Ex-Officio Graduate School Rep), Marc Limansky (Ex-Officio Administration and Finance Rep), Stephanie Okhagbuzo (Graduate Student), Ravali Paidipati (Undergraduate), Bryan Pfeffer (Undergraduate), Patrick Ronk (Ex-Officio SGA Rep), Gareth Vaz (Ex-Officio GSG Rep), Gary White (Faculty).

**Senate Staff Present:** Sarah Heidt (Committee Coordinator).

**Guest Present:** Jackie Vander Velden, Associate Registrar.

**Call to Order**

The meeting was called to order at 11:03am.

**Approval of the Minutes**

The minutes from September 17, 2014 and October 27, 2014 were approved unanimously without correction.

**Report of the Chair**

There was no report of the Chair.

**Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases (Senate Document #14-15-03)**

Chambers opened the meeting welcoming the Associate Registrar, Jackie Vander Velden, and thanking her for coming to discuss the process for students to designate a preferred name for use at UMD.

Vander Velden began by discussing the development of the preferred name process. Before a process was put in place, a member of the LGBT Equity Center would call the Registrar's Office and ask for changes to be made to preferred names when needed, and the Registrar's Office would make those changes in the Student Information System (SIS) database. Over time, it became clear that a formal process was needed, so in 2010, a pilot program was created whereby students could go to the Registrar's Office and fill out a form to have a change made in the system. Vander Velden explained that currently, students can designate a preferred name by going to the Registrar's Office directly. However, she noted that there are complications with international students being able to designate a preferred name, due to Homeland Security regulations.

Vander Velden explained that there is no policy in place at this time. There was a previous attempt to create a policy on preferred names for students, but there were difficulties coming to agreement on how to implement the policy, and it was not adopted.

Vander Velden noted that it is very easy for employees to change their preferred name through ARES, but the process for students is more cumbersome. A few items need to use the legal name, such as financial aid documentation and transcripts, and she explained that there is a need for a policy to provide guidance on where the preferred name is to be used versus the legal name. She noted concerns particularly for students who are in transition, who may want other students and faculty to address them one way but may not be comfortable having their parents know. This becomes an issue when mail is sent to the permanent address on file, which in many cases is the parent's home address. Vander Velden also explained that the legal name is reported to the national student clearinghouse for purposes of enrollment and degree verification.

A committee member asked if a student would be aware that mail will be sent with the preferred name rather than the legal name. Vander Velden noted that this would be explained to the student when designating a preferred name. She did explain, however, that it could be that a student could forget where the preferred name would be used if they designate the name in freshman year and they are now a senior.

Vander Velden outlined one concern with the ability to designate a preferred name. The University has had one case where someone used the ability to designate a preferred name as an opportunity for identity theft, obtaining a copy of the diploma and transcripts of someone with an advanced degree.

The committee discussed which databases and systems change with the designation of a preferred name. The change affects class rosters, student directories, and student ID cards. It does not change the name in ELMS, which is a separate database that gets an original feed from the Registrar's Offices that does not refresh, but students are able to change their own name within ELMS.

Chambers noted that for student employees, information in UMD's personnel services website, known as ARES (Administrative Resource Enterprise Services), is independent of information in the Registrar's Office database. He asked in what cases information in the two systems override each other. Vander Velden noted that the student would need to change their name on both systems, but that the databases recognize the primary function of an individual in determining which system should override the other. For example, if an individual's primary function is as a student, the student database information should override the ARES information.

In considering the different databases and the limitations of the system, a member asked how a policy could be created that would take into account the limitations of the system. Vander Velden suggested that the committee should not focus on the system limitations as much and instead should develop a policy that makes sense for students.

A member asked whether a system could be designed to allow students to change the preferred name online and designate with check boxes where they would like the preferred name to be used. She noted that this might allow students the flexibility to use a preferred name on campus while still ensuring that mail sent to the permanent address uses the legal name. Vander Velden noted that it can be difficult to maintain a system like that with different levels of access to information and mailings, between the administration and Colleges and Schools. She did explain that some institutions have a field in their databases for aliases or other names students are known as. Some institutions list these aliases on transcripts as well, which can be helpful in cases where transfer students may use a name that differs from

the name on the transcript. Vander Velden noted this can be an issue because the University is trying to move away from using Social Security Numbers to verify information.

A member suggested that the Registrar's Office could send emails once a year to students who have selected a preferred name, reminding them of where the name will be used and asking them to verify that the information is correct. He noted that similar emails are currently sent by the Registrar's Office to verify other information. Vander Velden agreed that this could be an appropriate method to remind students of how preferred names are used. She cautioned the committee against recommending a registration block related to these emails. She also explained that the Registrar's Office has recently secured resources to improve the student portal, which would be a good resource for pushing information out to students, particularly around registration time.

A member noted that many students who need to designate a preferred name, particularly transgender students, will have a higher awareness of the issues involved and will be making deliberate decisions. However, he noted that students may find the system to be too complex, especially with the different places they have to go to change their name (with the Registrar's Office, with ARES, and in other databases). He explained that part of the difficulty seems to be that the databases do not talk to each other and students need to know all of the places they need to go to change the name entirely. Vander Velden noted that the Registrar's Office does tell students where the name will change and where else they will need to go to get an ID card and if they are a student employee, and she noted that the LGBT Equity Center does communicate the information as well. In response to a question, Vander Velden clarified that SIS will show only the preferred name as well.

Chambers noted that some information online indicates that student employees may be able to have paychecks issued with the preferred name as long as a W2 includes the legal name. Coordinator Heidt suggested that the committee could ask for more information on the related procedures from PHR before the next meeting.

A committee member noted that international students may need to be able to designate a preferred name as well, since many other countries have different naming conventions than the US. He noted that some international students are entered in US databases as FNU, First Name Unknown, which creates problems when the passport and the I20 do not match. Vander Velden noted that this has been a problem, but because of Department of Homeland Security regulations, international students may not be able to designate a preferred name on campus. Heidt suggested that the committee ask for more information on this topic as well, and members suggested speaking with individuals in International Student & Scholar Services.

A member suggested that transfer students may need to be provided for differently in any policy or procedures, due to the difficulty of matching transcripts without the use of SSNs. She noted that it may be difficult to have transfer students who come in under one name and leave under another name. Members asked whether there would be a way to map students back to previous names in the system to make it easier to match information. Vander Velden suggested the committee consider whether additional fields for "also known as" or aliases would be helpful in databases and on official documents such as transcripts. A member noted that this sometimes happens for graduate students who change names before entering graduate school as well. Another member suggested that this information could be very important for the information the Registrar's Office sends to the Alumni Association as well, since currently the Alumni Association only receives legal names.

In closing, Chambers thanked Vander Velden for speaking with the committee. He suggested that committee members think more about what they would like to recommend related to putting a policy in

place or consolidating communication processes before the next meeting, so that the committee could discuss how to move forward at that point.

**New Business**

There was no new business.

**Adjournment**

The meeting was adjourned at 11:46am.

**Submitted by:** Sarah Heidt.

### Equity, Diversity, & Inclusion Committee



State and Peer Research | Winter 2015

- ❖ Senate Doc # 14-15-03: Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases
- ❖ Prepared by Senate Research & Archiving Graduate Assistant, Winter 2015

## State of Maryland

### State Law

State law ([Sec. IV](#), Chapter 474, p.3123) says that the State of Maryland cannot discriminate on the basis of gender identity or expression. (This reflects the Fairness for All Marylanders Act of 2014). (The Anti-Discrimination Act of 2001 had only applied employment protections to sexual orientation.) This follows a 2007 executive order by Governor O'Malley ([01.01.2007.16](#)). However, the law does not say anything about changing names

In 2014, the State settled a lawsuit regarding health coverage for state employee gender reassignment. As part of the settlement, the State incorporated policy changes making state employees eligible for health care coverage for an array of transition-related care. The State of Maryland thus joins Oregon and California as the three states providing this coverage.

### Procedures for State Employees

Department of Budget and Management is HR unit of state government. State employee information is managed on the new Statewide Personnel System (SPS). The SPS Workday system administers employee information and has a "Change Personal Information" form. A training manual ([http://pilot.dbm.maryland.gov/sps/SPS%20Training%20Guides/SPS\\_Help\\_Center/Employees/Change%20Personal%20Information-Job%20Aid.pdf](http://pilot.dbm.maryland.gov/sps/SPS%20Training%20Guides/SPS_Help_Center/Employees/Change%20Personal%20Information-Job%20Aid.pdf)) reports that the "Change Personal Information" form allows employees to change both name and gender, although there is no screenshot substantiating that. The old system appears to be a paper form, but there is no gender change portion of the form (available at <http://dbm.maryland.gov/benefits/Documents/HBForms/PersonalInfoChangeForm.pdf>).

## Other States

### Procedures for State Employees – Oregon

Paper form for Employee Personal Information change does not ask for different gender:  
[http://www.oregon.gov/OMD/AGP/docs/Employee\\_Personal\\_Info\\_Change\\_Form.docx](http://www.oregon.gov/OMD/AGP/docs/Employee_Personal_Info_Change_Form.docx)

## University of Maryland

LGBT Equity Center guide at <http://www.umd.edu/lgbt/transresources.html>



# Federal (U.S.) Government

## EEOC

Equal Employment Opportunity Commission requires employers of more than 50 employees to report gender, race/ethnicity and job category of all employees in EEO-1. (For state and local government employers, this is the EEO-4 form.) Gender is binary M/F, does not allow for 'unknown' or unreported. (The state of Maryland annual EEO reports gender in the same manner.) Nonetheless, the EEOC has recently become more assertive about treating discrimination against employees by gender identity and may become sensitive to this reporting issue.<sup>1</sup>

## U.S. Department of Education

All colleges and universities that accept federal student financial aid must complete an annual Integrated Postsecondary Education Data System (IPEDS) survey from the U.S. Department of Education.<sup>2</sup> This survey includes an "Institutional Characteristics" section that includes the gender breakdown of enrolled students. The survey is administered by the National Center for Education Statistics (NCES) and data is available online.

NCES provides limited guidance to respondents who record non-M/F genders. The agency insists that "It is up to the institution to decide how best to handle reporting individuals whose gender is unknown."<sup>3</sup> One sample policy that tackles this problem is the Colorado state Department of Higher Education: "Students whose ID ends with an even digit will be reported to NCES as male; students with an ID that ends with an odd number will be reported as female."<sup>4</sup>

Reporting on gender issues is required by the Civil Rights Act of 1964 but does not appear to impact the recording of gender/sex markers. Title IX of the United States Education Amendments of 1972 (amending the 1964 civil rights law) requires self-assessment reporting on non-discrimination compliance. This requirement is codified in 34 C.F.R. 106.4: "Evaluate, in terms of the requirements of this part, its current policies and practices and the effects thereof concerning admission of students, treatment of students, and employment of both academic and non-academic personnel."<sup>5</sup> (Educational institutions must also retain these reports for at least three years.) Because self-reporting has no form template, requirement for gender statistics, or guidance on transgender or unidentified-gender reporting, Title IX may have no impact on the recording of gender/sex markers.

The Family Educational Rights and Privacy Act (FERPA) dictates the release of student academic records. This type of record is distinct and separate from demographic data, including gender. Colleges and universities typically publish an online FERPA compliance statement; this may be an opportunity to provide an additional statement regarding IPEDS and other gender statistics reporting.

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<sup>1</sup> [http://www.eeoc.gov/eeoc/newsroom/wysk/enforcement\\_protections\\_lgbt\\_workers.cfm](http://www.eeoc.gov/eeoc/newsroom/wysk/enforcement_protections_lgbt_workers.cfm)

<sup>2</sup> "Authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094, Section 487(a)(17) and 34 CFR 668.14(b)(19)" <http://nces.ed.gov/ipeds/about/>

<sup>3</sup> <https://surveys.nces.ed.gov/ipeds/VisFaqView.aspx?mode=reg&id=3&show=all#803>

<sup>4</sup> <http://highered.colorado.gov/Data/Documentation/FieldDefinitions.aspx?ftype=3#Gender>

<sup>5</sup> <http://www.gpo.gov/fdsys/pkg/CFR-2014-title34-vol1/pdf/CFR-2014-title34-vol1-sec106-3.pdf>

## Social Security

Gender is no longer used as part of the SSN identity verification process. Gender is still recorded in Social Security records and may be changed via passport, driver's license, or medical record (including doctor's letter).

<http://www.socialsecurity.gov/employer/ssnvshandbk/return.htm>

[http://www.transequality.org/Resources/SSAResource\\_June2013.pdf](http://www.transequality.org/Resources/SSAResource_June2013.pdf)

## Self-Reporting of Gender Data

### College Board

The College Board compiles profiles of colleges and universities through its Annual Survey of Colleges. (This survey data is also supplemented by state and federal reporting.) The profiles are intended to be consulted by college applicants when choosing a school to attend. Student gender is reported in these profiles, although it is unclear if this data comes directly from the College Board's survey or IPEDS.

### Voluntary System of Accountability (VSA)

The Voluntary System of Accountability (VSA) is a voluntary consortium of colleges and universities that shares self-reported data, including student gender. VSA provides a common form for the collection.

## Peer Research

### Big Ten Peers

#### University of Illinois at Urbana-Champaign

<http://www.registrar.illinois.edu/graduation/namechange.html>

#### Indiana University

"Your Primary name data is your legal identifier, as recognized by the federal government (Social Security Administration and the Department of State) and the state of Indiana. It's what is reflected on your official academic record, and is used for grade rosters, transcripts, and diplomas. The Preferred name can be modified by an individual to recognize a diminutive or nickname (e.g., Bob rather than Robert or Cindy rather than Cynthia)." "In certain cases, such as transgendered students with differently gendered Preferred and Primary names, to reduce the chance of confusion and possible embarrassment, we suggest you legally change your name and officially update your IU academic record. If you do not wish to do this, we suggest that upon changing your Preferred name you advise the Office of the Registrar at [regrdemo@indiana.edu](mailto:regrdemo@indiana.edu) of your dual name status."

<http://gibt.indiana.edu/resources/Indiana%20Gender%20Identity.php>

<http://studentcentral.indiana.edu/personalinformation/update-information/name.shtml>

#### University of Iowa

Permanent name change form, not a preferred name.

<http://www.registrar.uiowa.edu/LinkClick.aspx?fileticket=tSiwq15GOUl%3d&tabid=79&mid=415>

### **University of Michigan**

There is an IT **policy** that students **and** faculty/staff may change a preferred name. (This is tied directly to the Wolverine Access system so there are some University-system exceptions to eligible students/personnel.) Because the policy is written and administered by IT, it seems implied that various databases are synchronized. There is no provision for changing gender or honorific.

<http://www.itcs.umich.edu/itcsdocs/r1461/>

[https://umich-regoff.custhelp.com/app/answers/detail/a\\_id/1310/~documentation-required-to-process-a-student-name-change-or-correction](https://umich-regoff.custhelp.com/app/answers/detail/a_id/1310/~/documentation-required-to-process-a-student-name-change-or-correction).

<http://spectrumcenter.umich.edu/article/michigan-name-change-help>

### **Michigan State University**

Supports a preferred name change through Registrar's office and STUinfo system. Legal names may be changed at Registrar's office if students present a legal document as proof.

<http://www.reg.msu.edu/ROInfo/FAQRO.aspx>

<http://lbgtrc.msu.edu/wpcontent/uploads/2010/08/preferred-name-policy-flyer.pdf>

### **University of Minnesota**

[http://www.iss.umn.edu/jscholar/J\\_SEVIS\\_Scholar.html](http://www.iss.umn.edu/jscholar/J_SEVIS_Scholar.html)

[http://www1.umn.edu/usenate/resolutions/preferred\\_nameres.html](http://www1.umn.edu/usenate/resolutions/preferred_nameres.html)

### **University of Nebraska Lincoln**

<http://registrar.unl.edu/student-information>

<http://involved.unl.edu/transguide-0>

### **Northwestern University**

Preferred name became an option in September 2010

[http://www.registrar.northwestern.edu/academic\\_records/name\\_change.html](http://www.registrar.northwestern.edu/academic_records/name_change.html)

[http://ses.northwestern.edu/documentation/SC\\_Maintain\\_Names\\_Tip\\_Sheet\\_v9.pdf](http://ses.northwestern.edu/documentation/SC_Maintain_Names_Tip_Sheet_v9.pdf)

### **Rutgers University**

Preferred name procedure begins in fall 2014

<http://socialjustice.rutgers.edu/trans-ru/on-campus-preferred-name-change>

### **Ohio State University**

Preferred name procedure and process implemented with a new system in BuckeyeLink in fall 2013. Adding a new Preferred name will not change the Primary name which is saved in your student record and used in correspondence. If you need to change your Primary name due to a legal name change or any other reason, submit your change in writing to the [Office of the University Registrar](#). Some changes will require proof.

Instructions on how to update preferred name:

[https://it.osu.edu/assist/sis/WebHelp/studentcenter/sc\\_update\\_name.html](https://it.osu.edu/assist/sis/WebHelp/studentcenter/sc_update_name.html)

Office of Student Life FAQ on Preferred Name:

<http://studentlife.osu.edu/articles/preferred-name-frequently-asked-questions/> :

### **Pennsylvania State University**

Preferred name policy listed in the policy manual, effective January 27, 2014. However, it is somewhat limited in scope: "Only the first name may be designated to appear as a preferred name, in systems which can accommodate it." (It seems implied that some systems cannot accept a preferred name variant.) No reference to gender change appears in the policy, but references to gender transition do appear. Honorifics are not discussed. Accommodations for employees and staff appear. Procedure requires coordination with LGBTA Student Resources Center, Center for Women Studies or Affirmative Action Office; it is not automatic. Some documentation may be required.

<https://guru.psu.edu/policies/AD84.html>

Legal name change instructions: [http://www.registrar.psu.edu/student\\_forms/namechange.pdf](http://www.registrar.psu.edu/student_forms/namechange.pdf)

### **Purdue University**

Preferred name may be specified on BlackBoard and on Boilerlink. Preferred name change information:

<http://www.purdue.edu/lgbtq/resources/bbchange.html>

<http://www.purdue.edu/lgbtq/resources/boilerlinkname.html>

<http://www.purdue.edu/business/card/faq.html#whatspreferred>

### **University of Wisconsin-Madison**

Registrar's Office - Preferred name policy [http://registrar.wisc.edu/preferred\\_name.htm](http://registrar.wisc.edu/preferred_name.htm)

LGBT Office – Information on the phasing in of the new preferred name policy <http://lgbt.wisc.edu/trans.htm>

## **Aspirational Peers**

### **University of California, Berkeley**

Preferred name can be automatically updated anytime through students' Bear Facts online system. Preferred names **cannot** ever be changed but may be deleted (reverting back to legal name). Legal name change requires legal documents.

<http://registrar.berkeley.edu/preferred-name.html>

<http://bulletin.berkeley.edu/archive/2013-14/academicpolicies/#otherpoliciestext>

<http://registrar.berkeley.edu/Registrar/namechng.html>

### **University of California, Los Angeles**

Identified by Campus Pride as having a preferred name procedure, but does not appear to be available online. According to the California Campus LGBTQ Centers blog, UCLA is “on course to use a preferred name system in fall 2014.” Legal name change is available through the Registrar’s office.

<http://careerqueerscalifornia.blogspot.com/2014/05/uc-davis-launches-preferred-name-system.html>

<http://www.registrar.ucla.edu/forms/namechange.pdf>

### **University of North Carolina, Chapel Hill**

UNC is interesting for having a stated **policy** for preferred name changes. No legal document is necessary, but students must present a signed, notarized letter with their request, along with a completed form and identification. (The form does not appear to be available online.) Unclear whether or not it allows gender change.

<http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-22-name-change-policy/>

For employees, preferred name changes are done by request:

<http://help.unc.edu/help/campus-directory-faqs/>

## **Non-Peer Universities with Flexible Name/Gender Change Policies**

### **New York University**

Makes affirmative policy statement that “to assist in providing a comfortable and non-discriminatory University experience for students whose gender identity and/or gender expression does not conform to their assigned legal sex at birth, the University accepts requests from such students to change University records to reflect their gender identity and/or gender expression.”

However, this change requires documentary evidence, and does not allow for a gender-neutral pronoun or non-reporting of gender category.

[http://www.nyu.edu/registrar/forms-procedures/name-change\\_a.html](http://www.nyu.edu/registrar/forms-procedures/name-change_a.html)

### **University of California, Santa Cruz**

This policy is mentioned in the Senate proposal in Appendix D. UCSC does not require any documentary evidence for a name or gender change in university records, only the student’s request. However, the gender change can only change to U for “unknown” or “undetermined” and **cannot** change from male to female or vice versa.

<http://registrar.ucsc.edu/forms/students/preferred-name.pdf>

### **University of Colorado, Boulder**

According to Campus Pride, Colorado, Boulder can change gender on campus records without evidence of medical intervention. However, the University’s GLBTQ (sic) Resource Center says that gender marker can only

be changed if a new driver's license is presented. The Registrar's office requires legal documentation for name changes, and the form for name changes does not include a field for gender.

<http://www.colorado.edu/gbtqrc/name-pronoun-gender-marker-changes>

[http://www.colorado.edu/registrar/sites/default/files/forms/name\\_change\\_and\\_record\\_update\\_form.pdf](http://www.colorado.edu/registrar/sites/default/files/forms/name_change_and_record_update_form.pdf)

## **Advocate Voices**

### **Campus Pride**

Campus Pride, a leading national organization advocating for LGBTQ college students, recommends best practices to support transgender and other gender non-conforming students. Among these best practices is a provision to “create a process by which students can change the gender on their campus records upon the request of the students or with only a letter of support from a licensed mental health or medical professional.”

<http://www.campuspride.org/tools/best-practices-to-support-transgender-and-other-gender-nonconforming-students>

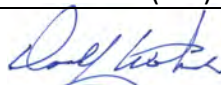
### **Human Rights Campaign**

To recognize the name and gender of transgender employees, Human Rights Campaign recommends that employers “develop systems for addressing situations in which an employee's gender presentation does not match legal documents.”

<http://www.hrc.org/resources/entry/personnel-documentation-for-transgender-employees>



**University Senate  
CHARGE**

<b>Date:</b>	September 9, 2014
<b>To:</b>	Terry Owen Chair, Equity, Diversity, and Inclusion (EDI) Committee
<b>From:</b>	Donald Webster Chair, University Senate 
<b>Subject:</b>	Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases
<b>Senate Document #:</b>	14-15-03
<b>Deadline:</b>	May 8, 2015

The Senate Executive Committee (SEC) requests that the Equity, Diversity, and Inclusion (EDI) Committee review the proposal entitled, "Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases" and consider whether changes to the current policies and procedures are necessary.

Specifically, we ask that you:

1. Consult with the proposer regarding his specific concerns.
2. Research the current policies and procedures governing changes to sex/gender markers and honorifics for all campus constituents (employees and students).
3. Research how information on sex/gender and honorifics of all campus constituents is stored in University databases.
4. Review policies and procedures for changing sex/gender markers and honorifics at peer and Big 10 institutions.
5. Consult with a representative from University Human Resources regarding current procedures for changing sex/gender markers and honorifics in personnel records.
6. Consult with a representative from the Office of Research Administration (ORA) on unit responsibilities for reporting gender information to grant funding agencies.
7. Consult with a representative from Institutional Research Planning and Assessment (IRPA) regarding federal and state reporting guidelines related to gender.

8. Consult with a representative from the Division of Information Technology regarding current information management systems for personnel and student records.
9. Consult with a representative of the Office of the Registrar regarding student records.
10. Consult with the University's Office of Legal Affairs on whether the State of Maryland's Office of the Attorney General has developed policies or guidelines regarding how sex/gender markers should be recorded for state employees.
11. Consider recommendations from the Senate Student Affairs Committee regarding the process for changes to preferred/primary name for students. The Student Affairs Committee is charged with researching the following by December 19, 2014:
  - a. Current UM policies and procedures for changing student preferred/primary names on unofficial documents.
  - b. Peer and Big 10 institution policies and procedures for changing student preferred/primary names.
  - c. Requirements of the Office of the Registrar for recording a student's legal name versus preferred name in University records.
12. If appropriate, recommend revisions related to preferred/primary name, honorifics, and sex/gender markers to relevant University of Maryland policies and procedures.
13. Consult with the University's Office of Legal Affairs on any recommended policy revisions.

We ask that you submit your report and recommendations to the Senate Office no later than May 8, 2015. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Cc: Gilbert Nuñez, Chair, Student Affairs

Attachment





## University Senate PROPOSAL FORM

<b>Name:</b>	Luke Jensen
<b>Date:</b>	August 2014
<b>Title of Proposal:</b>	Policies and Procedures Governing Preferred/Primary Names and Sex/Gender Markers in University Databases
<b>Phone Number:</b>	301.405.8721
<b>Email Address:</b>	<a href="mailto:ljensen@umd.edu">ljensen@umd.edu</a>
<b>Campus Address:</b>	2218 Marie Mount Hall
<b>Unit/Department/College:</b>	LGBT Equity Center
<b>Constituency (faculty, staff, undergraduate, graduate):</b>	Staff
<b>Description of issue/concern/policy in question:</b>	<p>The University depends on employees and students to provide and update their personal information regarding how they are known on campus. This includes name and gender. Personal information is stored in separate databases, personnel files and student records. The nomenclature and processes for updating this information are quite different. There is no policy or mechanism for ensuring uniformity of data resulting in conflict between the two, a situation encountered by students who are also employees.</p> <p>Employees and students may be known by a name that is different than their legal name. These are recorded and used on campus. Legal names are retained for payroll, official transcripts, financial aid records, and other records where the use of the legal name is required by law or by University policy. Employees and students have the ability to update this information, but the nomenclature, manner, and flexibility to do so are quite different for employees and students. And, for those who are employee and student, the data may be in conflict resulting in unintended consequences. There is also a question of equity in the level of access given to employees and that given to students.</p> <p>A fuller description of the issue is found in <b>Appendix A: Use of a name other than the legal name.</b></p> <p>Employees have the ability to update their gender at will. Students may update their sex in student records by submitting a request and</p>

	<p>supporting documentation. Gender is found in personnel files. Sex is found in student records. For those who are employee and student, the gender in personnel files does not necessarily match the sex found in student records. There appears to be no statement for either employees or students on why this information is collected and how it is used. The only options for both employees and students for gender and sex are female and male. This does not accommodate those who identify as neither including those with passports from countries that allow for a third option. Also, there appears to be no option for those who wish to not disclose.</p> <p>A fuller description of the issue is found in <b>Appendix B: Gender and sex in personnel files and student records.</b></p> <p>The University asks employees how they wish to be addressed. The options include n/a, Mr., Ms., Miss, Mrs., and Dr. These data are stored in employees' Personal Information as "prefix name" and may be changed by the employee at will. No such courtesy is offered to students. For correspondence, a variety of campus units appear to access the sex (or gender) field in student (or employee) records and simply add a Mr. or Ms. in front of the name. This practice ignores how individuals wish to be addressed, allows for only two options, and may be incorrect, confusing, embarrassing, and call attention to difference thus inviting harassment.</p> <p>A fuller description of the issues is found in <b>Appendix C: Use of honorifics based on gender or sex.</b></p>
<p><b>Description of action/changes you would like to see implemented and why:</b></p>	<p>The University of Maryland should establish clear policies using common nomenclature and processes for both employees and students who wish to update their personal information including but not limited to name and gender. It should provide greater flexibility regarding gender by allowing individuals to opt out of answering, and it should not rely on gender or sex markers in personnel files or student records for the use of honorifics.</p> <p>Policies should ensure that both employees and students <i>continue</i> to have the ability to use a name other than their legal name including a first, middle, and last name, and they should both have the ability to update that information whenever they deem appropriate. Policies should insist on uniformity between personnel files and student records. They should also name campus administrators who will be responsible for implementation and consistency.</p> <p>Policies on the use of a name other than a legal name would ensure that employees and students are able to continue to have this ability and that the use of this name would be respected across all units.</p>

	<p>Such policies would also reduce confusion and eliminate conflicting data between personnel files and student records.</p> <p>The University should be clear on the data it collects regarding gender and sex, and should disclose how these data are used and who has access to them. The data collected should be the same for employees and students. Both employees and students should have the same ability to update their gender and sex information. Providing this information should be optional. This would accommodate those who identify as neither and those with international documentation that has a third option.</p> <p>No unit of the University should rely on a gender or sex marker for the choice of an honorific. Honorifics should be used only when formality requires its usage. Both employees and students should have the ability to choose the honorific appropriate for them. This should include Mx., an honorific that does not rely on gender or an advanced degree, and both should have the ability to opt out of any honorific. Such a policy would ensure that individuals are addressed appropriately thus avoiding confusion, embarrassment, and reducing opportunities for harassment.</p>
<p><b>Suggestions for how your proposal could be put into practice:</b></p>	<p>Most of the issues noted above arise from lack of coordination, lack of clarity, too few options, and the need for equity between employees and students when updating personal information. These could all be resolved successfully with University-wide policies. The specifics on how to update personal information could be technological through the use of existing software.</p>
<p><b>Additional Information:</b></p>	<p><b>Appendix A: Use of a name other than the legal name</b></p> <p style="padding-left: 40px;"><b>Exhibit 1: Screen shot of Employee Data Verification Page in ARES</b></p> <p style="padding-left: 40px;"><b>Exhibit 2: Preferred name form used by students</b></p> <p><b>Appendix B: Gender and sex in personnel files and student records</b></p> <p><b>Appendix C: Use of honorifics based on gender or sex</b></p> <p><b>Appendix D: Data from outside sources</b></p> <p><b>Appendix F: Responses to anticipated questions</b></p>

*Please send your completed form and any supporting documents to [senate-admin@umd.edu](mailto:senate-admin@umd.edu) or University of Maryland Senate Office, 1100 Marie Mount Hall, College Park, MD 20742-7541. Thank you!*

## Appendix A: Use of a name other than the legal name

### Current status

All employees may use a “primary name” including first, middle, and last for use in public directories and ID cards. Their “payroll name” is their legal name. The two do not have to match. Employees may access their personal information via ARES and update (change) their “primary name” at will. See Exhibit 1.

All students may use a “preferred name” including first, middle, and last for use in directories, class rosters, and ID cards. Their legal name is used for their transcript and financial aid documents. The two do not have to match. Students may request to use a preferred name by submitting a paper form to the Office of the Registrar. See Exhibit 2.

Individuals who are both students and employees must submit a paper form to the Registrar and update their “primary name” in ARES. If they submit the form, but fail to make the change in ARES, our systems will overwrite whatever the Registrar has and display their “primary name” in online directories and in class rosters. If the student/employee does not designate a “primary name,” their legal name is the default option. The problem becomes evident when a student is hired as an employee on campus while already using a “preferred name.” Unless they are informed about how our systems work and about their ability to update their “primary name,” their legal name starts appearing in directories and class rosters.

It would appear that student employees could simply skip filing a form with the Registrar and change their “primary name” at will via ARES. It is unknown if any individual has done so.

Although employees may use a “primary name” from their date of employment, most are unaware of this option. Currently, students become aware of the option of using a “preferred name” by visiting the web site of the LGBT Equity Center or by word of mouth. Incoming students are beginning to discover this option with a small number now requesting the use of a “preferred name” before they register for classes.

### Requested Change

Both employees and students should be able to *continue* using a name other than their legal name except where a legal name is required. This includes first, middle, and last names. Instances where a legal name must be used include payroll, official transcripts, and financial aid documents. The systems should be harmonized using the same terminology. Recommended usage would be “primary name” for both employees and students. The legal name could be referenced as “payroll name” and “transcript name.” Harmonization of terminology would reduce confusion about which name is used where for both the user and University officials.

The systems should be harmonized so that a primary name in one system will always be the same in the other system. Ensuring the primary name is in both employment and student records would eliminate unwanted appearances of the legal name and its attendant

consequences. (It is assumed that databases relying on either employment or student records, e.g., health records in the University Health Center, would also have the updated information.)

The process for updating a primary name should be the same for employees and students. One recommended process would be an online request similar to one used at the University of Michigan. Another option would be to give students the same ability to update their personal information that employees now enjoy. A single process would bring greater clarity about the use of a primary name for both the user and University officials.

Updating a primary name should be at will for both employees and students. Any disclaimer should be the same for both. This could be an attestation that using a primary name other than the legal name is not for misrepresentation or to otherwise avoid a legal obligation. Language from the current Preferred Name Change Request Form could be added: "Requests will be approved except in circumstances that indicate that this request is for the purpose of misrepresentation, or to otherwise avoid a legal obligation."

Greater efforts should be made to inform new employees, including student employees, of their option to use a primary name that differs from their legal name. Applicants for admission to the University of Maryland should be given the option of using a primary name that differs from their legal name on the application.

The process for changing the payroll and transcript name (a legal change of name) should be clearly stated. Such a change would require evidence of a legal change of name in process or completed. Publicly known policies would provide greater transparency for both users and University officials.

#### Suggested implementation

University policies should be established that clearly outline what is available to students and employees regarding the use of a name other than a legal name. The policy should reflect the requested changes. While the exact process for updating a primary name would likely be technological, the policy should identify who is responsible for overseeing a single process and for harmonizing employment and student records.

One example of a single process for employees and students exists at the University of Michigan. See <http://www.itcs.umich.edu/itcsdocs/r1461/>.

**Exhibit 1: Screen shot of Employee Data Verification Page in ARES**

**NOTE:** Welcome to the University's Employee Personal Information System. The following information has been extracted from the University's PHR system. Please make changes as necessary to ensure accuracy and click "Update" when finished. To inquire, or change, any information that is displayed but not accessible, please contact your unit's PHR Coordinator.

Personal Information	
U ID	[REDACTED]
PAYROLL NAME	Luke S. Jensen
PRIMARY NAME	<i>(Contact the UMCP Registrar's Office regarding name changes if you were previously a UMCP student)</i>
Prefix Name:	n/a
First Name:	Luke
Middle Name:	S.
Last Name:	Jensen
Suffix Name:	n/a
BIRTHDATE	[REDACTED]
HISPANIC OR LATINO ORIGIN?	No <a href="#">Change/View Selections</a>
RACIAL IDENTITY	White <a href="#">Change/View Selections</a>
GENDER	<input type="radio"/> Female <input checked="" type="radio"/> Male
CITIZENSHIP STATUS	Citizen of U.S.
CITIZENSHIP COUNTRY	United States
MILITARY STATUS	Non-Veteran
DISABLED?	<input type="radio"/> Yes <input checked="" type="radio"/> No
RETIREMENT SYSTEM	TIAA, ORP
HIGHEST EDUCATION LEVEL	Doctoral Degree Earned

Items highlighted in yellow may be updated at will by the employee.

**Exhibit 2: Preferred name form used by students**



**Preferred Name Change Request Form**

Date: \_\_\_\_\_

UID Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Legal Name \_\_\_\_\_  
(first) (middle) (last)

Name currently listed on University of Maryland records (if different from above)

\_\_\_\_\_  
(first) (middle) (last)

Requested preferred name(s)

\_\_\_\_\_  
(first) (middle) (last)

I understand that by completing this form and signing below, I am authorizing the University of Maryland College Park to use my preferred first and/or middle and/or last name(s) on student identification cards, class lists, and student directories only. My preferred first/middle/last name(s) will be linked to my full legal name, University and Student Identification numbers, which will continue to be shown on my transcripts, financial aid records, and other records where use of the legal name is required by law or University policy.

The use of preferred first and/or middle and/or last names will be approved at the discretion of the Office of the Registrar. Requests will be approved except in circumstances that indicate that this request is for the purpose of misrepresentation, or to otherwise avoid a legal obligation.

I have read and understand the above information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Internal Office use only

\_\_\_\_\_  
Staff Signature/Approval Date

## **Appendix B: Gender and sex in personnel files and student records**

### Current status

Personnel files for employees contain a field for “gender.” Student records contain a field for “sex.” These data are used in various known and unknown ways.

Employees may update their gender by accessing their personal information through ARES. They are forced to choose either female or male. Individuals who identify as neither must pick one or the other. It is unknown what would happen should someone be hired with international documentation indicating something other than female or male.

The data fields in student records include one for sex and are populated from the application. There has been some confusion on what students have been asked. Online applications appear to ask sex while some of the recent paper applications asked gender. Sex and gender are not synonyms and we should not be confusing the two.<sup>1</sup> Thus, we are recording information from some of our students that we did not ask. We do not know all the ways these data are used, thus we do not know the number of problems caused by this discrepancy.

Students may update the sex field in their student records by providing documentation. This may be a government issued document (driver’s license, passport, etc.) with the corrected data, or documentation from either a medical health care provider *or* a mental health care provider. In practice, students provide this documentation to the Director of the LGBT Equity Center who then attests to the Office of the Registrar that he has reviewed the documentation and requests the field be changed.

Students also have only two options: female and male.

It is unknown what the University does (would do) with an international student holding a passport with a sex other than female or male.

### Requested change

The University should be clear on the data it is collecting. The University should state why the data are being collected and give some indication as to who has access to this personal information. The University should also make all efforts to ensure that usage of this information is legitimate and necessary.

The University should not require anyone to supply this personal information and should state that responding is optional on all applications. Individuals holding a passport indicating

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<sup>1</sup> Sex references the physical body, usually female or male, although some do not fall easily into one or the other classification. Gender references social role and self-concept, usually woman or man aligning with female or male, although such an alignment does not hold true for some including some who do not fit a simple binary for distinguishing sex.



something other than female or male should at least be able to opt out of answering questions on gender or sex. Transgender individuals should also be able to opt out of answering questions related to sex or gender.

Both employee and student records should allow for a non-response.

Students should be given the same access to updating their gender or sex that employees have. That would include changing a response of female or male to a non-response.

For any internal or external reports, the University could simply indicate an unknown or non-response percentage for those who choose to not answer.

Access to any space, such as the residence halls, or program, such as athletics, where gender or sex may be a factor, the unit administering that space or program should not depend solely on any gender or sex marker in personnel files or student records. An individual's sex, self-identified gender identity and expression, and requests based on personal need are all factors that should be taken into consideration. And, while taking all these factors into consideration, the unit should also seek to maximize that individual's access and participation.

#### Suggested implementation

The University of Maryland should handle gender on its application as the University of California. (See <https://admissions.universityofcalifornia.edu/applicant/html/caq.html> then click on "personal information.") They state why they collect these data and that providing the information is optional. There is no penalty for choosing to not answer.

In addition to female and male, employees could have the ability to "unclick" or withdraw their current gender information. Or, a "non-response" option should be added. Students could be given the same opportunities via existing mechanisms for updating personal information.

## **Appendix C: Use of honorifics based on gender or sex**

### Current status

The University asks employees for a “prefix name” which is an honorific. The options are n/a, Mr., Ms., Miss, Mrs., and Dr. They are used in public directories. It is unclear if they have any other purpose.

Students receive correspondence from different campus units using an honorific. Because students are not asked which is appropriate for them, the campus unit simply picks one based on the sex field in student records. So, for example, a student utilizing a preferred name of “Mary Smith” where the sex field is marked “male” will receive correspondence addressed to “Mr. Mary Smith” or “Mr. Smith.” Such a result is confusing, perhaps embarrassing, and may invite harassment. Anyone handling such correspondence would be immediately alerted that there is something not quite right. We know that transgender individuals suffer a disproportionate amount of harassment, both verbal and physical. By calling attention to a person’s status as transgender, we may create a circumstance that invites harassment. Also, refusing to reference someone by their stated gender may in itself be regarded as a form of harassment.

### Requested change

The University should establish a campus-wide policy regarding the use of gender and sex data in personnel files and student records. The policy should state that using gender or sex data for the choice of an honorific is inappropriate and not a legitimate use of that data.

The University should determine if there is sufficient need to collect data on honorifics for students. If not, no honorifics should be used for students. If there is sufficient need, the University should include a choice of honorific on its application and it should be added to student records just as it currently exists for employees. Students should be given the same ability to update their honorific that employees currently have and it should be harmonized with personnel files in the same manner as suggested for primary name.

Any use of an honorific by a campus unit should be based only on what that individual has indicated in either personnel or student records, and should *not* be based on the gender or sex marker in their personnel file or student record.

The choices of an honorific should include Mx., an honorific that does not depend on either gender or an advanced degree. Also, individuals should be allowed to opt out of any honorific.

### Suggested implementation

For employees, simply adding Mx. as an option to their personnel file would be sufficient. For students, a choice of honorific could be added to the application and to student records. Students should be able to update their honorific in the same manner suggested for updating their primary name.

## Appendix D: Data from outside sources

From the University of Michigan comes an example of a single process for employees and students to utilize a name other than the legal name. See <http://www.itcs.umich.edu/itcsdocs/r1461/>.

From the University of California (See <https://admissions.universityofcalifornia.edu/applicant/html/caq.html> then click on “personal information.”)

Why do you want to know my gender and ethnicity?

This information is used for statistical purposes only by UC, government agencies and researchers. Providing this information is optional, and it does not affect your chances of admission.

Campus Pride identifies 47 colleges that allow students to change their gender marker with no evidence of medical intervention. At least eight do so with a simple request by the student. See <http://www.campuspride.org/tpc-records/>.

By simple request, students at the University of California, Santa Cruz, may change their gender/sex marker to “u” for “unknown” or “undetermined.” See <http://registrar.ucsc.edu/forms/students/preferred-name.pdf>.

U.S. Department of State guidelines for updating your passport regarding gender: <http://www.travel.state.gov/content/passports/english/passports/information/gender.html>.

To update gender on passports from New Zealand, applicants need only provide a “Statutory Declaration indicating the sex / gender identity you wish to be displayed in your passport (M, F or X)” and “How long you have maintained your current sex / gender identity.” See <http://www.passports.govt.nz/Transgender-applicants>.

Australians may update the gender in their passports in the same manner as U.S. citizens. However, they have X as a third option. See <https://www.passports.gov.au/web/sexgenderapplicants.aspx>.

Indications of numbers of transgender people as estimated by scholars at the Williams Institute may be found at <http://williamsinstitute.law.ucla.edu/research/census-lgbt-demographics-studies/how-many-people-are-lesbian-gay-bisexual-and-transgender/>.

The most comprehensive study of the discrimination faced by transgender people, “Injustice At Every Turn,” may be found at [http://endtransdiscrimination.org/PDFs/NTDS\\_Report.pdf](http://endtransdiscrimination.org/PDFs/NTDS_Report.pdf).

## **Appendix F: Responses to anticipated questions**

*Why should the university allow individuals to use a name other than their legal name?*

One reason is professional courtesy. It is to the institution's advantage to publicly name individuals who may have a professional name that differs from their legal name. For example, world-class musicians and other performing artists are frequently known by a name other than their legal name. It would be ludicrous to insist that they be listed in directories and on ID cards under their legal name.

Another identifiable group of individuals using a name other than a legal name would be international constituents. While some may insist that everyone do their best in pronouncing their name, others may tire of hearing their name consistently mangled and choose to use a name on campus that is more common in the United States.

Some individuals may come to an awareness of being transgender over time. Their legal name may no longer match who they are and how they present themselves on campus. As with professional courtesy, it benefits the institution to have people listed in directories, on class rosters, and holding ID cards that match how they are known on campus from day to day.

Such individuals may eventually seek to change their name legally. Others may find it particularly onerous to do so. A lengthy process may be required. Use of a name other than a legal name allows for the University to recognize individuals as they evolve regardless of where they may be in a legal process. Doing so assists the University in providing a safe and supportive learning environment.

Clear and easy-to-find policies on the use of a name other than a legal name, and the process for updating a legal name, would provide transparency and a clear pathway for all.

*Doesn't the gender of employees need to match the data held by the Social Security Administration?*

No. The Social Security Administration stopped issuing no-match letters for gender effective September 24, 2011. See <http://www.socialsecurity.gov/employer/ssnvshandbk/return.htm>. Also, updating data with the Social Security Administration is the responsibility of the employee, not the University.

*What are the implications for students and the Selective Service?*

Students identified as male on their birth certificates must register with the Selective Service to be eligible for federal student financial aid. This is the responsibility of the student, not the University. See <http://www.finaid.org/students/selectiveservice.phtml>, especially the section on "Transgender Students" and the link to their "Guide to Completing the FAFSA for LGBT Families" found at <http://www.finaid.org/afsa/lgbtfafsa.phtml#selectiveservice>.

*It would appear that accommodating transgender individuals is the primary rationale for most of the issues outlined. Why should we go to so much effort for so few?*

Two responses: these policies would benefit all, not only transgender individuals; and regardless of numbers (see below), the University should be creating a supportive and empowering work and learning environment for all.

As mentioned above, use of a name other than a legal name benefits at least three identifiable groups. They include those whose professional name differs from their legal name, individuals with international documentation or who otherwise have names that are difficult to pronounce by most individuals on campus, and transgender people. Of course, there are additional individuals who use a different name for personal reasons and find it otherwise unnecessary, or difficult, or inconvenient, or even impossible to obtain a legal change of name.

According to a 2011 report issued by Gary J. Gates and published by the Williams Institute, a national think tank located at UCLA Law, approximately 0.3% of the U.S. population is transgender. See <http://williamsinstitute.law.ucla.edu/research/census-lgbt-demographics-studies/how-many-people-are-lesbian-gay-bisexual-and-transgender/>. That translates to about 130 students, staff, and faculty on campus, and even more of our alumni. This number does not account for gender variant and genderqueer people who may not self-identify with the word “transgender.”

Ultimately, the issue is about impact, not numbers. Gender identity and expression are now protected classes in the State of Maryland. The University should create policies to minimize discrimination and harassment.

According to “Injustice At Every Turn,” the largest survey of transgender and gender variant people in the United State, (see [http://endtransdiscrimination.org/PDFs/NTDS\\_Report.pdf](http://endtransdiscrimination.org/PDFs/NTDS_Report.pdf)), 22% of trans people report having been harassed or disrespected by a government agency or official, and 22% also report being denied equal treatment by a government agency or official. Having one’s name, gender, and sex on records match a person’s self-identification is important for many reasons, but it helps to reduce harassment. According to this same study, 40% of trans people who presented an “incongruent” identity document were harassed, 15% were asked to leave an establishment, and 3% were assaulted.

The same survey indicates that one third of transgender people who have transitioned have not updated their identity documents. Sometimes, this is due to the costs and inaccessibility of changing one’s documents. But changing one’s legal documents or having a medical procedure should not be a requirement to change one’s sex in university records, which merely record what should be optional demographic data and does not serve as legal documentation. The American Medical Association issued a statement in June against the requirement of surgery in order to change government documents, citing that medical decisions and identity documents should not be intertwined as such. See <http://www.marketwired.com/press-release/ama-calls-for-modernizing-birth-certificate-policies-1918754.htm>.

More agencies and institutions are moving away from the requirement of medical documentation to change sex or gender in records. The country of Argentina passed a law in 2012 that created a simple administrative process for people to change their documents to match their self-perceived gender identity and name. Activists and advocates are asking for the same around the world. In fact, Campus Pride, a U.S. national LGBT higher education organization that produces the annual rating of LGBT-friendly colleges, now includes as one rating factor whether or not a university has a simple and accessible way for people to change their recorded sex or gender without having to furnish any medical documentation.