

18-44: COLLECTION AND USE OF LEGAL SEX, GENDER IDENTITY, CHOSEN NAME, AND PRONOUNS

History

1. Jun 25, 2019 by Ryan Forsythe (rforsythe)
2. Jun 27, 2019 by Ryan Forsythe (rforsythe)

Viewing:18-44 : Collection and Use of Legal Sex, Gender Identity, Chosen Name, and Pronouns

Last approved:Thu, 27 Jun 2019 18:03:15 GMT

Last edit:Thu, 27 Jun 2019 18:03:14 GMT

Originator / Collaborator(s)

Name	Phone	Email
Ryan Forsythe	8498	ryan.forsythe@worchester.edu

Proposal Title

Collection and Use of Legal Sex, Gender Identity, Chosen Name, and Pronouns

Type of Proposal

Non-Academic

Proposal's Division

Enrollment Management

Campus Department

Enrollment Management

Policy Code

18-44

Proposal Summary

This proposal, if approved, would establish a university-wide policy relative to the collection and use of Legal Sex, Gender Identity, Chosen Name, and Pronoun information.

Rationale for Proposal

To better understand and respect the diversity of WSU students, faculty, and staff and create a more inclusive campus environment.

Procedure Related to this Policy

DATA COLLECTION

Legal Sex:

As required for federal reporting, students and employees must have a legal sex of either male or female in alignment with their legal identity documents (birth certificate, license, passport and/or Social Security card) when requested by the University. Employees' designations must match their sex designation with the Social Security office. Student federal aid applicants' designations must match their sex designation at birth. Students who do not supply the University with a legal sex designation for federal reporting purposes will be randomly assigned a legal sex of male or female.

Gender Identity:

While legal sex data is required for external reporting purposes, the University understands that an individual's gender identity may not always match their legal sex designation. The University asks about gender identity to provide individuals the opportunity to disclose this aspect of their identity and be seen in the ways that they choose. For internal reporting, Worcester State University has added a question to its applications for admission and employment regarding gender identity in order to better understand and more accurately report the demographics of our students, faculty, and staff. In alphabetical order, the gender identity options for the purposes of internal reporting are:

Man

Non-binary

Non-conforming

Not listed (please specify):_____

Transgender

Trans man

Trans woman

Woman

Who has access to this information at WSU?

Worcester State University understands that disclosures of legal sex and gender identity may be a source of concern to some. Accordingly, the University will work to limit who has access to this information. Names will be accessible only to Admissions, Human Resources, the Diversity, Inclusion, Affirmative Action and Equal Opportunity Office, and Institutional Research, as well as limited staff who work with data collection at the University. Students and staff individual responses will not be shared with general programs across the University, although non-personally identifiable aggregate data (collective percentages and totals) may be shared with University departments and may be reported out to Federal and state agencies for compliance purposes.

How will WSU use this information?

The University does not use a person's legal sex or gender identity data in admission or hiring decisions. Data collected on legal sex and gender identity helps the University with meaningful demographic data necessary to track academic success, enrollment and retention rates, and to effectively identify and target and share resources and support services. The Diversity, Inclusion, Affirmative Action, and Equal Opportunity Office and Institutional Research may use this data to develop curricular and co-curricular offerings that reflect diverse perspectives, and to provide a safe environment for all. Residence Life may use the data for roommate selection/matching purposes.

CHOSEN NAMES AND PERSONAL PRONOUNS

Legal Name:

Students, faculty, and staff are required to provide their legal names on applications for admission and hiring. University uses legal name includes but is not limited to state and federal reporting, official transcripts, payroll documents, financial aid documents, tax forms, health records, employment records, immigration documents, conduct records, official lists of students made available to the public, communicating with parents or guardians of students, home mailings, and other records where legal names are required by law or University policy.

Chosen First Name:

A student, faculty member, or staff member may elect to use a preferred or chosen name other than their legal name in certain University-related records. The chosen first name election is not for nicknames. The chosen first name will appear on internal university documents and records (including the publicly available employee directory) where legal name is not required, including but not limited to class rosters, grade lists, ID cards, email addresses, campus directories, Blackboard, residence halls, dining halls, and parking.

An individual's chosen first name will not be used until a student has enrolled or a faculty/staff member has been hired. While the university trusts members of the campus community to select chosen names with care, the University reserves the right to reject inappropriate requests and to remove chosen names with or without notice. The University cannot provide an exhaustive list of reasons why a chosen name would be inappropriate, but examples include the following: chosen names may not be used to avoid legal or financial obligations; chosen names may not be used for the purposes of misrepresentation; chosen names that are not administratively possible to implement, including, without limitation, symbols or images are not allowed; chosen names may not include derogatory language; and chosen names may not be used in any manner that violates University policies or Federal, state, or local laws. Potential misuse of a chosen name by a student will be investigated through the Code of Conduct process. Potential misuse of a chosen name by an employee will be investigated by Human Resources and in compliance with any applicable collective bargaining provisions.

Establishing a chosen first name at the University does not constitute a legal name change. To legally change a name, students and staff must pursue the official process in the state of your legal residence. If a student or staff member pursues and obtains a legal name change, they should contact the following offices to update records:

For students: Submit applicable legal documentation of legal name change, such as an updated driver's/state license or birth certificate, to the Registrar's Office. Student employee must also update their I-9 form with The Office of Human Resources and Payroll.

For faculty and staff: Submit applicable legal documentation of legal name change, such as an updated driver's/state license or birth certificate, to The Office of Human Resources and Payroll.

Personal Pronouns:

A student, faculty member, or staff member may elect to use personal pronoun(s) other than the pronoun(s) associated with their legal name or legal sex at the University. Personal pronouns are used in place of a person's name for identification (i.e., "She went to class on Monday"). Personal pronouns will appear on class rosters and advising lists. The personal pronoun options are:

He/Him/His
 She/Her/Hers
 They/Them/Theirs
 Ze/Hir/Hirs

Use my name only

Note: Although "they" has grammatically been used to refer to the third-person plural, when used as a gender neutral chosen pronoun, it is used as the third-person singular.

University Responsibilities:

Everyone has the right to be addressed and referred to by the name and pronoun(s) that correspond to their gender identity, including the use of non-binary pronouns (e.g., they/them). Students, faculty, and staff are expected to facilitate the use of chosen names and pronouns across the University. Calling someone by their chosen name and pronoun is not optional. Chosen names should be afforded the same respect as legal names. Please note that it is considered insensitive and will be a violation of the University's

Policy Against Discrimination, Harassment and Retaliation to deliberately and/or persistently refer to someone by the wrong name or pronoun after they have communicated a chosen name and/or pronoun.

Process to Select a Chosen First Name and/or Personal Pronoun:

To change chosen first name, gender identity, and/or personal pronouns when legal name has not changed: Students should fill out the "Student Chosen Name, Gender Identity, and Pronoun Usage Request Form" (link to be added here) and return to the Registrar's Office. Faculty and staff should fill out the "Faculty and Staff Chosen Name, Gender Identity, and Pronoun Usage Request Form" (link to be added here) and return to the Office of Human Resources and Payroll.

To change an email address:

To change one's email address, students, faculty, and staff should create a helpdesk ticket (<https://www.worcester.edu/IT-Help-Desk-Ticket/>) after the "Chosen Name, Gender Identity, and Pronoun Usage Request Form" has been approved and processed by the Registrar's Office (for students) or the Office of Human Resources and Payroll (for faculty and staff).

Chosen and Legal Name Usage:

Below is a list of the most common uses of Chosen and Legal Name at Worcester State University. This list is not exhaustive and may change as new software, forms, and processes are created.

Chosen Name:

Employee Directory (publicly available)

One Card

Course rosters

WebAdvisor (grades, advisee lists)

Email address/network ID

BlackBoard

Residence hall rosters

Dining hall internal information

Degree audit

Starfish

Library check-out process

Diplomas

Legal Name:

Federal reporting documents

State reporting documents

Financial aid and scholarship documents

Official transcripts

Payroll and tax documents

Immigration and Visa documents

Residence hall contracts

Conduct records

Official student lists made public (i.e.: Dean's List)

Letters, bills, and other communications by mail

Public records requests

Background checks

Licensing and certifications applications

Student Accounts documents (bills)

Benefits enrollment documents

Police reports

Media releases and university publications

NCAA reports

Legal documents/court records

Study away documents

Unofficial transcripts

Both Chosen Name and Legal Name:

Colleague student information system

Admissions application

Medical and health services records

Counseling records

Proposal Narrative

Worcester State University collects student, faculty or staff members' legal sex, gender identity, preferred or chosen first name, and personal pronouns on applications for admission and employment. The University uses preferred names and personal pronouns wherever possible and a legal name is not necessary.

Key: 300