



Policies and Procedures

Policy Title: Gender Identity/Expression Policy

Policy No.: 9000

Effective Date: August 1, 2017

Last Revision: N/A

Responsible Office: Division of Student Affairs
Responsible Official: Vice President of Student Affairs

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Scope

This policy applies to all members of the University community and provides information to University visitors, prospective students and prospective employees. Furthermore, this Policy extends jurisdiction to all University locations, which function in an educational capacity, including, but not limited to, all indoor and outdoor areas on all University. This policy applies to any individual on campus property, including but not limited to: students, employees, contractors, subcontractors, volunteers, visitors, and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week.

Policy Statement

The University’s Gender Identity/Expression Policy delineates the policies and procedures regarding gender identity and gender expression. The University, and this policy, support an inclusive educational environment, which respects individual identities and the right of an individual to express themselves within the University community.

Reason for the Policy

This policy is intended to inform the University community of policies and procedures that support the freedom of expression for an individual’s gender identity. This policy provides preferred name protocols and outlines the circumstances where an individual’s legal name is still required.

9000.1 Definitions

For purposes of this policy, the following terms are defined below:

- a) Gender Identity-One's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.ⁱ
- b) Gender Expression -How one presents oneself and one's gender to the world via gender cues. This may or may not coincide with or indicate one's gender identity. Many utilize gender expression in an attempt to determine the gender/sex of another.
- c) Biological Sex-Assigned sex is a label that you are given at birth based on medical factors, including your hormones, chromosomes, and genitals. When someone is sexual and reproductive anatomy does not seem to fit the typical definitions of female or male, they may be described as intersex.ⁱⁱ
- d) Preferred Name - preferred first name is a name that you commonly use that is different from your legal first name.ⁱⁱⁱ
- e) Legal Name – is the name that identifies a person for legal, administrative and other official purposes. A person's first legal name generally is the name of the person that was given for the purpose of registration of the birth and which then appears on a birth certificate (see birth name), but may change subsequently.^{iv}
- f) University community member - includes any person who is a student, faculty member, or University official and any other person employed or retained by the University.
- g) University property: Please refer to the University's Clery Act: Campus Safety & Security Policy (Policy 8601) for the definition of University property, specifically on-campus property, non-campus locations, and University controlled properties.

ⁱ <http://www.hrc.org/resources/sexual-orientation-and-gender-identity-terminology-and-definitions>.

ⁱⁱ <https://www.plannedparenthood.org/learn/sexual-orientation.../gender-gender-identity>

ⁱⁱⁱ <https://www.mcgill.ca/students/records/address/preferred/fag>

^{iv} https://en.wikipedia.org/wiki/Legal_name

9000.2 Access to University Facilities

University community members are permitted to access University facilities that align with their gender identity. Access to campus facilities includes, but is not limited to, restrooms, locker rooms, and residence halls.

9000.3 Preferred Name Protocols

Incoming students may choose to identify a preferred first name on their application materials, as provided by the Admissions. Current students, upon matriculation, may notify the Registrar's Office of a request to add a preferred first name to their University records. Similarly, University employees may request to add a preferred name to their University records through the Human Resources Department.

Preferred name forms are available in the Registrar's Office and the Human Resources Department for students and employees respectively. Preferred first names will replace or co-exist with legal first names in the following University information systems:

1. University issued identification cards (see procedure below)
2. Admissions and Recruiting
3. Student Information System, which includes:
 - a. Online Course Rosters
 - b. Unofficial Academic Transcripts
 - c. Student Listing Report
 - d. Housing and Disciplinary Reports
4. Blackboard Transact & Learn Systems
5. Degree Audit System
6. Display name for University email address

The University will periodically review the preferred name protocols with its information systems to ensure compliance with this policy. Changes will be made as necessary due to updates or modifications in regulation, costs, technical feasibility, or other factors.

The University has the right to reject the use of a preferred name if it is deemed incendiary or otherwise inappropriate.

9000.4 University ID Card Protocol

The University of New Haven ID is for University identification only and cannot be used as a legal identification document. The University ID Card will feature an individual's preferred name upon request.

Students who request a new card to accommodate a change in preferred name must make a request in writing to the Dean of Students Office. To facilitate this request; students will then go to the Campus Card Office, to have their new ID card printed. The Dean of Students and Campus Card Offices will maintain a list of campus community members for whom a new ID card has been issued under this policy. Requests for information regarding who has been issued an ID Card under this policy must be made to the Dean of Student's Office.

Employees who wish to obtain a new University ID card with a preferred name will follow the same procedure as above, however the initial request must be made to the Human Resources Department.

9000.5 Preferred Name/Legal Name Usage

There are certain on-campus offices, and circumstances, which require the use of an individual's legal name. The following offices, and circumstances, are listed below:

- Financial Aid Office, including Federal Work Study

- Student Employment Office, for all student workers
- Payroll Office
- Bursar's Office, including the ePay system
- Registrar's Office, including federal documentation and official academic transcripts
- Health Services, including health insurance
- Beckerman Recreation Center, specifically the contractual service agreement
- Campus Police, specifically any documentation that must be processed by the Police Department for the legal/court system and/or documentation related to parking, arrest paperwork, misdemeanor summonses, and/or infraction complaints.
- International Services Office, specifically immigration paperwork such as I-9 forms
- Residential Life, specifically any documents that constitute a legal contract or agreement
- Human Resources Office, including employment contracts, insurance documentation, etc.

University community members may use their preferred name within the following on-campus offices:

- Athletics, excluding medical documentation
- Beckerman Recreation Center, including intramural sign-up and participation
- Counseling and Psychological Services
- Dean of Students Office
- Health Services, specifically when requesting appointments/service within the office
- Myatt Center for Diversity and Inclusion
- Residential Life, specifically when requesting gender-inclusive housing, or day to day business
- Center for Student Engagement, Leadership and Orientation
- Student Mailroom
- Register's Office, specifically when requesting a preferred name on the diploma

9000.6 Related Policies

The University recognizes that to support its community members, it must coordinate many policies and procedures related to the expression of an individual's identities within the community. Thus, the following is a collection of relevant documents and policies that are critical to the University's efforts to minimize discrimination and encourage the freedom of expression on its campus:

- a) University of New Haven Student Handbook
 1. Non-Discrimination Policy
 2. Harassment and Bias-Motivated Offenses Policy
 3. Freedom of Expression Policy