

University Policy: Name and Gender Identity Policy

Policy Category: Students

Subject: Policy to facilitate student name and gender requirements

Responsible Executive: Vice President, Campus Life and Inclusive Excellence

Office(s) Responsible for Review of this Policy: Office of Campus Life, Office of Provost

Supplemental Documents: N/A

Related University Policies: FERPA

I. SCOPE

This policy covers students enrolled in an on-campus program at American University.

II. POLICY STATEMENT

American University is committed to creating an inclusive and welcoming environment where students, faculty, staff, and alumni are valued and supported. The AU community is strengthened by the diversity within it. AU recognizes that students, faculty, staff, and alumni may use a chosen name to identify themselves. Reasons for doing so may include, but are not limited to, people who use nicknames of a legal name, people who use an anglicized name, or people who use a name that affirms their gender identity. This policy provides guidance for the establishment of a chosen name and/or gender within AU's information systems for AU students.

III. DEFINITIONS

Legal Name: the first, middle, and last name of an individual that is recorded on the individual's birth certificate, driver's license, passport, or other legal documents.

Chosen Name: the first name of an individual that is provided by that individual and may differ from the person's legal first name.

Diploma Name: Legal or chosen name (First, Middle, and Last) designated to be printed on the diploma.

Legal Sex: The classification of a person's biological status as recorded by the local or federal government, typically categorized as female, intersex, or male.

Gender Identity: A person's current internal, deeply held sense of their gender (e.g. agender, genderqueer, man, non-binary, woman, etc.). One's gender identity can be the same or different

than the gender assumed at birth. It is at the discretion of the individual to identify and/or share their gender identity on their own terms.

Pronoun: A pronoun is any word that can replace a noun or noun phrase (I, you, them). Pronouns refer specifically to people that are being talked about (he, she, him, her, they, them). They are pronouns that an individual identifies with and would like others use to when talking to or about that individual. Pronouns are often related to the gender identity of the person who uses them.

Salutation: A formal way of greeting a person using a title (such as Mr., Ms., Mx., Mrs., or Dr.) before a first name. A salutation may refer to a person's gender identity, marital status, academic or professional achievement. Some people may not use a salutation.

Student: A student is someone who has enrolled in an on-campus program at American University.

IV. POLICY

A. Chosen Name and Gender Identity

AU enables students to provide a chosen name that will be displayed in the place of the legal first name. The chosen name will be displayed in systems and communications where technologically feasible, and where the legal first name is not required to be used. Students may also select appropriate pronouns, declare a gender identity, and designate an appropriate salutation.

Submitted chosen names are subject to review and clarification. Students who opt to use a chosen name must provide a name that is representative of themselves. AU reserves the right to remove chosen names that are obscene, use derogatory language, not representative of the individual who submitted it, used for fraudulent purposes, or other situations deemed inappropriate.

Both legal name and chosen name will be stored within AU's enterprise resource planning system and will be visible to individuals who have access to that system. The list of systems where chosen name will be displayed can be found on the American University website.

If a student declares their gender identity through AU's process, their legal sex will continue to be stored in AU's enterprise resource planning system for use where required, such as medical records, and for continued documentation of a student's legal designation.

The chosen name is also defined as public information and may be shared outside of the AU Community as it is regarded as Directory Information under the Family Educational Rights and Privacy Act (FERPA). Students who wish to restrict the release of their student information under FERPA, including chosen name, pronouns, gender identity, and salutation should submit

a student's Request to Prevent Disclosure form on the Office of the University Registrar web site.

No student is required to designate a chosen name, diploma name, pronouns, gender identity, or salutation. If a student does not want any of these data points to show up in AU systems, students can choose not to submit them.

B. Process

Students who wish to provide chosen name, pronouns, gender identity, or any combination of those elements should log into Eagle Service via the myAU portal. Students who wish to update their salutation should submit the Personal Data Change Form through the Office of the Registrar.

Students can select to use their chosen name for their diploma by indicating it in the name field on the application for graduation form.

Providing a chosen name will automatically update name information in the portal and the AU e-mail system (please note that the e-mail address itself will not change without a request submitted to the Office of Information Technology Help Desk). Additional systems and communications that receive information from AU's enterprise resource planning system (e.g., Blackboard, etc.) will be updated as the extracts that feed those systems are processed and may not be immediately affected.

Once updated in the system, students are encouraged to request a new AU One Card reflecting the chosen name. Students may replace the AU One Card with a chosen name one time free of charge if the old One Card is returned to the One Card and Dining Services office at the time of replacement. AU expects that students will not ordinarily submit multiple chosen names throughout their time at AU.

A student's legal name may be displayed in an unexpected location. AU will do its best to address those situations as they arise. If your legal name is displayed in a location where you expected to see your chosen name, please contact the Office of the University Registrar at record_services@american.edu

V. EFFECTIVE DATE

This policy is effective September 1, 2021.