



# AACRAO

*Advancing Global Higher Education*

# Tracking Student Identity Preferences

Summary Results of the AACRAO March 2015 60 Second Survey

March 2015

---

## Contents

Introduction and Methodology .....	1
Results .....	1
Use of Pronouns.....	1
Ability to Indicate Gender Choice .....	2
Preferred Name .....	3
Appendix A: Survey Instrument .....	5
Appendix B: Count of Respondent by Country, Commonwealth, or Territory and State or Province, if applicable .....	7
Appendix C: Count of Respondent by Institution Type and Control .....	9
Appendix D: Count of Respondent by Institution Size and Control .....	10
Appendix E: Count of Respondent by Institution Size and Type .....	11
Appendix F: Select Responses for Other Available Pronouns .....	12
Appendix G: Select Responses for Other Available Genders.....	13
Appendix H: Select Responses to Other Uses of Preferred Name .....	15
Appendix I: Other Mechanisms Through Which a Student Can Indicate His/Her Preferred Name .....	19
Appendix J: Additional Comments* .....	22

## Introduction and Methodology

The March 2015 AACRAO *60 Second Survey* asked respondents to identify how, if at all, their institution enables students to indicate their identity preferences including preferred pronouns, preferred gender, and preferred name (Appendix A). As with other 60 Second Surveys, the survey was distributed through the FluidSurveys<sup>1</sup> platform to all AACRAO members. There were 1024 total responses before the data was cleaned of institutional duplicates. After cleaning the data, there were 880 unique institutional responses.

Respondents represented 16 countries, commonwealths or territories, all 50 states plus DC, and 9 Canadian provinces as well as a variety of institutional types, control and sizes (Appendix B through E). All questions in the survey that had yes, no, and don't know/unsure as possible responses prompted those who answered "yes" to check all applicable options for pronouns, gender and preferred name. The last question of the survey asked respondents to provide additional comments. Based on the comments in Appendix J, the ability to track student identity preference is a hot and active topic for many institutions. Several respondents indicated that they are unable to provide the options they would prefer to because the student information system does not support this level of variation. Quite a few also indicated that this topic is under active discussion on their campus and/or about to be implemented as a change in practice.

## Results

### Use of Pronouns

Only 10.3% (n=90) of responding institutions allow students to select their preferred pronouns. Almost two-thirds indicated "No" (n=580) and a further 23.5% were uncertain about the practice. Respondents who indicated "Yes" were asked to check all available pronoun options

---

<sup>1</sup> <http://fluidsurveys.com/home-1/>

from a list in the survey and were also provided with the opportunity to list pronoun options not included in the survey (Table 1). As anticipated, he/him and she/her were the most prevalent of pronoun options (91.5% and 92.6% respectively). Almost 14% chose to provide other options not listed in the survey. Select other responses are listed in Appendix F and included “None”, “Other” and “Open ended prefix” among others.

**Table 1: Pronoun Options Available for Those Institutions That Let Students Indicate Their Preferred Pronoun.**

Response	Percentage	Count
He/him	91.5%	86
She/her	92.6%	87
They/them	43.6%	41
Xi/xir	7.4%	7
Ze/zir/zim	10.6%	10
Zhe/zhim	6.4%	6
Other, please specify...	13.8%	13

### **Ability to Indicate Gender Choice**

Almost half (49.1%) answered that students are able to indicate their preferred gender identification. Eleven percent were unsure if their institution offered this choice. Table 2 summarizes the various gender options available at institution and 17.5% indicated other options not listed in the survey (Appendix G). Similar to the results for the pronoun options, the most common options available are male or female. Very few institutions offer students the ability to select less traditional gender choices.

**Table 2: Gender Options Available for Those Institutions That Let Students Indicate Their Preferred Gender.**

Response	Percentage	Count
Male	98.8%	406
Female	98.3%	404
Cis male	1.0%	4
Cis female	0.7%	3



Response	Percentage	Count
Transgender male	6.8%	28
Transgender female	6.6%	27
Transsexual male	1.9%	8
Transsexual female	1.9%	8
Nonbinary	1.7%	7
Agender	1.7%	7
Other	17.5%	72

### Preferred Name

Almost two-thirds (61.1%) of respondents indicated that students are able to select a preferred name. Just about 33% said “No” and 6.1% were unsure of the practice at their institution. The class roster is the most common location (69.7%) to have the option of a preferred name with student identification cards (44.8%) and diplomas (38.3%) a close second and third (Table 3). Among the other responses provided, the learning management solution and email stood out as also fairly common options for allowing a student to provide a preferred name (Appendix H). Respondents were asked if the student’s legal name is also listed when preferred name is an option (Table 4).

Table 3: Indication of Where Preferred Names Can Be Used.

Response	Percentage	Count
Student identification card	44.8%	207
Class roster	69.7%	322
Transcripts	11.3%	52
Diploma	38.3%	177
Other, please specify...	29.9%	138



**Table 4: Uses Where the Student’s Legal Name is Included with Preferred Name.**

Response	Yes	No	Don't know/unsure	Total Responses
Student identification card	50 (26.0%)	119 (62.0%)	26 (13.5%)	192
Class roster	115 (38.7%)	151 (50.8%)	37 (12.5%)	297
Transcripts	31 (58.5%)	17 (32.1%)	6 (11.3%)	53
Diploma	26 (15.3%)	134 (78.8%)	11 (6.5%)	170
Other	60 (54.1%)	47 (42.3%)	9 (8.1%)	111

\* "Other" indicates the institution includes the student’s legal name along with preferred name on other types of documents and electronic sources that are not included in the list above.

The mechanisms with which a student is able to indicate his/her preferred name to the institutions varied (Table 5). Respondents were able to check all that applied and add additional mechanisms (Appendix I). Responses included the student portal, the LGBT office, Student Life office and a web form among others.

**Table 5: Mechanisms for Indicating Preferred Name**

Response	Percentage	Count
Application for admission	62.2%	293
Through the registrar's office	63.1%	297
Directly to the faculty member	7.4%	35
On the application for graduation	27.4%	129
Through his/her academic advisor	5.1%	24
Other, please specify...	17.4%	82

Questions regarding this or other AACRAO research should be directed to Wendy Kilgore, AACRAO Director of Research and Managing Consultant at [wendyk@aacrao.org](mailto:wendyk@aacrao.org).



## Appendix A: Survey Instrument

### Tracking Student Identity Preferences

---

This survey asks for your institution's practices around identifying a student's preference for pronouns, name, and gender.

#### Preferred Pronouns

**Does your institution allow students to select their preferred pronouns?**

- Yes
- No
- Don't know/unsure

**Which pronouns do you offer? (check all that apply)**

- He/him
- She/her
- They/them
- Xi/xir
- Ze/zir/zim
- Zhe/zhim
- Other, please specify... \_\_\_\_\_

#### Gender Recognition

**Does your institution allow students to indicate their preferred gender?**

- Yes
- No
- Don't know/unsure

**Check all that apply.**

- Male
- Female
- Cis male
- Cis female
- Transgender male
- Transgender female
- Transsexual male
- Transsexual female
- Nonbinary
- Agender
- Other, please specify... \_\_\_\_\_



**Preferred Name**

**Do you allow students to select a preferred name?**

- Yes
- No
- Don't know/unsure

**Please indicate where their preferred name can be used (check all that apply)**

- Student identification card
- Class roster
- Transcripts
- Diploma
- Other, please specify... \_\_\_\_\_

**Based on your answers above, does their legal name also appear on these sources?**

	Yes	No	Don't know/unsure
Student identification card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class roster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transcripts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**How does a student indicate his/her preferred name? (check all that apply)**

- Application for admission
- Through the registrar's office
- Directly to the faculty member
- On the application for graduation
- Through his/her academic advisor
- Other, please specify... \_\_\_\_\_

**Additional comments**



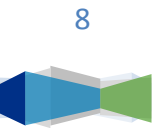


## Appendix B: Count of Respondent by Country, Commonwealth, or Territory and State or Province, if applicable

Country, Commonwealth or Territory and State or Province	Count
<b>Armenia</b>	<b>1</b>
<b>Bolivia</b>	<b>1</b>
<b>Bulgaria</b>	<b>1</b>
<b>Canada</b>	<b>31</b>
AB	2
BC	5
MB	1
NB	1
NL	1
NS	1
ON	14
QC	4
SK	1
UNK	1
<b>China</b>	<b>1</b>
<b>Guam</b>	<b>1</b>
<b>Italy</b>	<b>1</b>
<b>Kazakhstan</b>	<b>1</b>
<b>Lebanon</b>	<b>1</b>
<b>Mexico</b>	<b>1</b>
PUE	1
<b>Netherlands Antilles</b>	<b>1</b>
<b>Northern Marianas</b>	<b>1</b>
MP	1
<b>Puerto Rico</b>	<b>4</b>
<b>Qatar</b>	<b>1</b>
<b>Switzerland</b>	<b>1</b>
<b>United Arab Emirates</b>	<b>2</b>
<b>United Kingdom</b>	<b>1</b>
<b>United States</b>	<b>829</b>
AK	3
AL	11
AR	7
AZ	12
CA	69
CO	14
CT	10
DC	9
DE	2



FL	26
GA	20
HI	3
IA	14
ID	5
IL	40
IN	20
KS	14
KY	14
LA	7
MA	33
MD	11
ME	4
MI	27
MN	20
MO	21
MS	1
MT	4
NC	23
ND	7
NE	11
NH	3
NJ	16
NM	3
NV	5
NY	65
OH	33
OK	7
OR	18
PA	54
RI	5
SC	12
SD	2
TN	18
TX	39
UT	10
VA	21
VT	6
WA	18
WI	22
WV	9
WY	1
<b>Grand Total</b>	<b>880</b>



## Appendix C: Count of Respondent by Institution Type and Control

Institution Type and Control	Count
<b>2-year Lower Division Only</b>	<b>142</b>
Public	131
Private, non for profit	5
Private, proprietary	6
<b>Undergraduate</b>	<b>131</b>
Public	34
Private, non for profit	84
Private, proprietary	13
<b>Undergraduate, Graduate and/or Professional</b>	<b>544</b>
Public	245
Private, non for profit	282
Private, proprietary	16
Unknown	1
<b>Graduate and/or Professional</b>	<b>55</b>
Public	8
Private, non for profit	45
Private, proprietary	2
<b>Other</b>	<b>8</b>
Public	4
Private, non for profit	4
<b>Grand Total</b>	<b>880</b>



## Appendix D: Count of Respondent by Institution Size and Control

Control and Size	Count
<b>Public</b>	<b>422</b>
Under 1,000	26
1,000-2,499	55
2,500-4,999	73
5,000-9,999	92
10,000-19,999	89
20,000+	86
UNK	1
<b>Private, non for profit</b>	<b>420</b>
Under 1,000	140
1,000-2,499	136
2,500-4,999	72
5,000-9,999	36
10,000-19,999	25
20,000+	11
<b>Private, proprietary</b>	<b>37</b>
Under 1,000	20
1,000-2,499	7
2,500-4,999	3
5,000-9,999	2
10,000-19,999	1
20,000+	4
<b>Unknown</b>	<b>1</b>
10,000-19,999	1
<b>Grand Total</b>	<b>880</b>



## Appendix E: Count of Respondent by Institution Size and Type

Type and Size	Count
<b>2-year Lower Division Only</b>	<b>142</b>
Under 1,000	20
1,000-2,499	29
2,500-4,999	39
5,000-9,999	30
10,000-19,999	20
20,000+	4
<b>Undergraduate</b>	<b>131</b>
Under 1,000	54
1,000-2,499	57
2,500-4,999	9
5,000-9,999	6
10,000-19,999	1
20,000+	4
<b>Undergraduate, Graduate and/or Professional</b>	<b>544</b>
Under 1,000	67
1,000-2,499	105
2,500-4,999	98
5,000-9,999	86
10,000-19,999	95
20,000+	92
UNK	1
<b>Graduate and/or Professional</b>	<b>55</b>
Under 1,000	43
1,000-2,499	7
2,500-4,999	2
5,000-9,999	3
<b>Other</b>	<b>8</b>
Under 1,000	2
5,000-9,999	5
20,000+	1
<b>Grand Total</b>	<b>880</b>



## Appendix F: Select Responses for Other Available Pronouns

Response
it/its; ne/nem; ey/em; xe/xem; phe/per; ve/ver; option for student to write in the preferred pronoun(s)
No pronoun
None and Name only
Ey, Em Eir
open ended
whatever they want
Open ended "prefix"



## Appendix G: Select Responses for Other Available Genders

Responses
Other
Prefer not to reply
Prefer not to respond
Unknown - in the midst of transition
Transgender, Genderqueer, Androgyne, Bigender, Nongender, Other
Third option is "prefer not to answer"
"Not available"
Unknown
"No response"
Other, Intersex
Unavailable
Unspecified
We allow students to self-identify through an 'Other' text box.
We leave gender field blank when asked
They can type in their preferred gender
students may select male, female or not specified
Trans* non-conforming
"prefer not to state"
Intersex
androgynous, feminine, masculine, gender neutral, transgender, prefer not to answer
Other/Unspecified
Unknown, Other, Intersex
Unknown
Not Available (these 3 are the only choices our system provides)
No response
We utilize Other and leave it up to the student if they choose to identify
Not certain of all other
Prefer not to respond
Unclassified
unspecified
non reported
other
Although we recognize other gender identities, we do not, at this time, include them as options in our database.
T - Transgender, U - Unknown, not available
Trans   Trans*   Trans* Female   Trans* Man   Gender Nonconforming
It's just decline to state



Decline to State/Unknown
Still working these details out.
free form gender selection field
Aboriginal
Not Available
Banner school - there is a third option unfortunately labeled "not available" - we would offer other options if we could and may develop this in-house





## Appendix H: Select Responses to Other Uses of Preferred Name

Response
Would be nickname
Degree audit system, LMS
Grade roster
Currently preferred first name is only available to see in database.
We allow students to specify diploma name and have preferred name for all unofficial lists, mailings etc.
Email
Grade Roster
Grade Rosters
Speaking with the student
Communications
In our SIS only; just so administrative staff know the student's nickname/preferred name
We only allow students to indicate a preferred first name
Other types of communication in and out of class
Grade Roster, LMS (Blackboard)
The Ellucian system may contain a preferred name, but it does not use it on rosters, etc.
All administrative screens, Health Center, etc - everything except legal docs, eg Halls contracts, transcript
All systems where legal name is not required (i.e., financial aid, federal/state reporting, etc.)
Correspondence
Black Board
Student intranet (web self-service)
Correspondence
Advising dashboard
Online Directory
Student portal, Enter Mid-term Rosters, Enter Final Grades, Advisee Listing, Student unofficial transcript--search only, not on the transcript, itself.
E-mail account
Grade roster
Conversations are occurring for the ID Card
Campus email system, course management software
Academic E-File
Online directory, Course management system, internal portal
Currently having discussions about whether to allow it on our Directory.



Photo and grade roster
Email
Covenant email account, Banner account number is attached for student identification.
Communication
School Issued Email Address
LMS name, e-mail address
Only appears in database as a stored field - it does not display anywhere
Advisee lists, grade rosters
Mailings
SIS
Preferred Name is in the database for phone, letter and email communication
Email address
Correspondence
Diploma as long as it matches their legal name (i.e. Mike instead of Michael). We also store preferred name in our SIS for correspondence.
Online in the LMS (Moodle) and portal
Mailings
Communication; portal;
College Database System/Records
Preferred name is only used for personal communication with the student/alum.
LMS, advising pages in self-serve, grade rosters and grade changes, many bolt-on systems, online directory
SIS as AKA if student prefers to be referred to as such.
In student database
Letter, communications
Directory
In SIS system; not sure if this appears on a class roster, but it does not appear on other documents noted above
Email
Job link database, degree audit, grade reports, advisee lists, unofficial transcripts, library sign-out, directory listing
Preferred name would show in system but most functionality would use real name
Anywhere but federal required fields and transcript/enrollment verifications
Mailings, email.
No official use
Email account, LMS
Class roster on Moodle, a teaching tool
University Email address
Our portal just on the main screen
Admissions Application and recruitment purposes
Unofficial transcript, grade roster, student portal



Email (displays as Preferred Name )
In database
Student portal
email, course content management system
In class with instructors/peers
Not on any documentation, only for reference in conducting business with the student.
Web portal
email address
Grade Roster, Student Self Service
Working towards more widespread use of preferred name.
Not on class roster, but for use in the classroom environment
Displays in Student Profile in Self Service (i.e. Welcome Johnnie)
Student Information System
This is new to us and we have not programmed anywhere to allow the use of the preferred name yet.
Documented in student database file only. Legal name appears on all printed documents.
Email, inter-campus notifications, classroom
Student Information System
Advisor list
Student Portal
student portal
As long as it is a legal name change
Admissions Documents, emails
campus directory
only available in SIS as additional name
Student's LMS
Student record
e-mail address
Account sign in
admission application
Name tags
Communications
Informal correspondence
Part of the student center; and on diplomas if not significantly different from legal name.
Application
Degree Audits
Student Portal



Everywhere where a legal name isn't required so : LMS; staff and faculty-facing screens; campus directory; housing database; counseling and health center database. Any downstream system that wants it, can have it.
Student email address
Grade Roster
Blackboard
"Know As" name ...the person's official name (supported by documentation) will appear on other areas.
Only stored in our SIS, but not used.
Not officially anywhere, mostly in informal correspondence, emails with staff, faculty
Application for admissions
All records that don't require legal name
Legal name on transcripts and diplomas - other names for other purposes
Advising (unofficial) transcript; email alias
Student information page on portal
grade roster, LMS, Some system screens
Mailings
in SIS & diploma if student requests
On Diploma - Preferred First Name may appear if a case is made but Legal Last name must be listed



## Appendix I: Other Mechanisms Through Which a Student Can Indicate His/Her Preferred Name

Response
On-line after they are admitted and registered
Intake points across campus (counseling center, LGBTQ center)
via student self-service components
Update online
PeopleSoft, Student Information System
On our entering student survey. We specifically ask.
Office of LGBT support
web form for name and contact info updates
My understanding is the name the student records on the Application for Admissions is the name that is entered into our student database. If a student uses a name that is not legal, the student could find it difficult to pick up transcripts.
During orientation
Communicating with the registrar or dean of students
Via the student portal
Self-service application through our Student Center
through PeopleSoft Student Center self-service
students can self-update in SIS
self-service in student portal
student can add preferred name directly in the student record system
Online self-service application
Through Student Affairs
Also from our Multicultural Resource Center
On line self-service system - our student portal.
self-service
Self-Service
Through an online form within our student portal
online through our student web portal
Dean of Students
student portal
IT Campus Directory feeds Banner
Option in the Self Service Student System
online student portal
student portal
in the online student system
Student Service portal
identity management system



through a home-grown page in self-serve which writes to the SIS
In the student system
online portal
By contacting the Admissions and Records Office
On-line portal application
counseling services or the queer student cultural center
Online - through their student center
Can be input or updated through student self-service online
via online student portal
online form
student portal
We have an online form.
Through their portal account
Via on-line student portal
Through Student Affairs office
Students have the ability to indicate a preferred name in our Central Directory System.
Student can update in the classroom environment
Through the campus portal self service
Change it themselves in the Student Portal
student portal
electronic process - personal information update
Student information system
LGBT Office. Then LGBT communicates with Office of the Registrar.
Admissions office, online contact form
Center for Campus Life Office
student self-service
Student Information System
Through the student portal profile
PeopleSoft Student Information System (SIS)
In the student system
Students use the student portal to do this
Annual personal information request
via own account
At specific academic events
Secure Web page
Able to add manually from Student Center, in addition to required legal name
Dean of Students Office
Student update their preferred name on-line
They just go online and submit a request, like they would most anything else.
Through the Student Information System portal
A special process involving the registrar



SIS
Through our SIS
Through the Gender Expression, Identity, Sexual Orientation Resource Center
IT services
Student account/portal
Once admitted, students may indicate their preferred first name via the online McGill portal. Students can add/modify their preferred first name without having to come into Enrolment Services
SIS self-service



## Appendix J: Additional Comments\*

Response
We use their legal name. If they change it, legally, then we will use the new name.
Must match legal documentation. Students can choose a nick name
There is a form that students complete through the Registrar's Office that changes their roster and electronic account names to their preferred name. Most of our students learn of it through our resource centers.
We are a women's institution, so this issue is still evolving on our campus.
We are putting a process in place to better serve transgender students, so that they may, through working with the Registrar's Office, select an option to substitute preferred name into other locations--such as class roster--if they are living under the new gender assignment, even if they have not yet legally completed their transition.
We are looking at using preferred name on ID cards and removing legal name from class rosters as well.
Working on this issue but complicated due to an Payroll/HR system implementation
Our database system is not set up to handle multiple genders - you can only enter Male or Female.
We do have the option for an "Informal First Name"
All answers relate to our new plan that will go live in about 90 days.
Preferred name capability is in progress
Students can change gender once they have legally changed gender, we do not have a preferred gender option.
Faculty members often ask students about preferred gender identity and preferred pronouns but those data are not collected at the institutional level at this time.
Our student information system can only handle one name so we require the student's legal name. Instructors, student live, etc. are able to use preferred names but are not required to do so.
Preferred name is preferred first name only. We do not have the capability in our Student Information System for a preferred last name, although this is often requested by students.
This is in the process of being implemented and we hope it will happen in 2015.
First name only. Submitted through student portal.
We hope to do so soon. Our SIS software does not have this functionality. We have asked our vendor to adopt this functionality, and we are exploring other options.
Only the first and/or middle names can be changed by the student without any documentation. A change to the last name requires full documentation.
We have just approved a preferred name policy. The above answers are based upon the approved policy. We will be making the changes to reflect the above answers in the coming months.





We use the student's name as it is written in their birth certificate, because it has to be like that according to our laws
This all goes into effect next Fall so this is what we are planning.
This is all MUCH more complicated than this survey makes possible to tell you. XYZ <i>institution's</i> current position is that we do NOT ask students to indicate preferred pronoun or gender into a central computer system, but many of our social constructs are very welcoming of students indicating preferred gender or pronoun for that setting. We believe it is better not to "force" the issue via computer, and let it happen socially (and perhaps differently from one social setting to another). On the other hand, our housing system does ask and use the answer for housing. We have a policy on support for transgender names. We also have supportive policies on legal name change, gender change, and new diplomas for legal name changes.
"Preferred name," as we see it, refers to first or middle name, not usually nicknames.
Over the next several months we will be evaluating where it is possible to use the preferred name and make changes as deemed appropriate. We will not use preferred name on diplomas and transcripts. In some cases where legal name is required (Financial Aid, 1098T, etc.) both names may be displayed.
We are working on a policy that would allow this
Must be their legal name on birth certificate or legal document showing name change.
We have agreed to start using preferred names, but have not worked out the details yet.
Legal name requested.
All legal names are based on birth certificate, passport, and/or any valid government issued ID
We request that the student report their full legal name on their applications.
A student's preferred name will appear on his/her unofficial transcript, however, legal name will appear on the student's official transcript.
<i>ABC University</i> does not currently permit the recording of a preferred name or pronoun. However, a policy is developed and will hopefully be approved soon. We expect to be able to collect preferred name and pronoun by the start of the fall semester!
We collect a preferred FIRST name only.
We are working on the preferred name. We do have a process to add it to the D2L classes. But nothing in Banner.
There is a "preferred" name field in Jenzabar, that is used for nicknames. Diplomas (for example) are not printed from this field.
We are currently working on a process to allow students to select a preferred name.
We are researching to find out best practices before we implement.
We are close to finalizing a Preferred First Name Policy, which is expected to go to our board of trustees in April.
We are currently working toward allowing all of these items within the survey but with limited resources, we have not yet been able to achieve these options for our students in an official capacity.



None of the above can be tracked officially, but unofficially, all of the above are fine.
Preferred first name must be similar to legal name (i.e. Robert, Bob, Rob, Robbie, etc.) and last name must match legal name. Last name changes are only made if student submits proof of legal name change (i.e. copy of marriage license or court document)
We provide both legal name and preferred name to Campus Police, Class Deans, Health Services and Counseling Services and SEVIS. Students may opt out of Prefix, Pronoun, Gender and select first, middle and last preferred name. They do this through the student web portal. The Registrar sees all of these changes to determine if there are any obvious misuses. There have not been any to date. This system has been used for transgender students as well as students with safety and security issues in which revealing a legal name could put them at risk.
We are receiving increasing pressure to allow use of a preferred name.
Our Legal Counsel has advised that student name changes and gender changes can be made with proper legal documentation in PA. We require that to change a name or gender in our student system (unless it was an obvious clerical error). Our student information system does not give me any options otherwise.
Students have the option of adding a nickname which will print on all materials for instructors and can be designated on other materials as well (mailings, etc.), however, the transcript and diploma will only carry legal names, whether maiden or married names.
While we allow this...especially for the diplomas, we ask if they are sure they want a different name.
Preferred name is available to all students, and is provided through a transparent mechanism. We've had well over a thousand students choose a preferred name; students choosing a name for fluid gender reasons look like anyone else in the system (no implicit outing). With the exception of advising and some core offices; where a preferred name exists, the legal one is suppressed. Again, it prevents implicit outing.
We do allow use of a nick name, but we require the given name.
Investigating; hope to have this feature within the next 6 months
The only time they can deviate from their legal name is on their diploma. We will accommodate varied names within reason without legal paperwork to show a name change.
Students may indicate their preferred name for classes; however, the student needs to submit documentation of a name change if it is requested to have the name on official documents i.e. diploma.
Student has to use legal name.
We allow a student to change their formal name on their record to whatever they choose, unless they are employed by Oberlin. Because of tax reporting, we've been told we must keep their legal name on their record in those cases.
Must use legal name on academic records
We plan to make more changes to implement the use of the preferred name even more systematically. For example, the Learning Management System (Desire to Learn) still reflects the legal name, which is not ideal. <i>ZXC University</i> plans to make changes to



identity management systems (and thus Active Directory). Once that is complete, we plan to reflect only the preferred name within D2L.

Adding a Preferred Name/changing a name is a process that the Student and Registrar engage in. There is often documentation requested in addition to the name change request. In other words, the student cannot make this change to their record on their own.

\*Identifying information has been removed from additional comments.

