

Transylvania University  
Legal and Preferred Name, Gender, Prefix & Pronoun Policy

(Updated Sept. 24, 2019)

**1. Purpose:** This policy informs current and former students and employees when and how they may change their prefix, pronoun, legal name, preferred name, legal gender, and preferred gender in certain University records to reflect their preferred prefix, pronoun, name and gender during their tenure at Transylvania University. Unless a student or employee presents evidence of legal name and gender change, the University will maintain the individual's legal name and gender in its record system for government and accreditation reporting purposes.

**2. Policy Definitions:**

**a. Student Records:** "Student records" are those that document a student's enrollment, academic activities, and conduct at the University. For purposes of this policy, a student's preferred prefix, pronoun, name, and gender will be allowed, where applicable. Instances in which these will be used include, but are not limited to: course rosters, University identification cards, email addresses, mailings, student and alumni directories, diplomas\*, commencement program, self-service/TNet, study abroad applications, academic skills self-assessment for the learning skills program, dean's list letters, CAAS petition form and suspension appeal form, CAAS decision letters to students, academic status letters (academic warning, probation and suspension letters), congratulatory letters, and student award certificates. Modifications to student records will be made consistent with the process identified in Section 4(d).

\*In cases when an alum requests an apostille for their diploma, the diploma must be issued in their full legal name.

**b. Employee records:** "Employee records" are those that document an employee's hiring, separation, benefits, payroll information, and conduct at the University. For purposes of this policy, an individual's preferred prefix, pronoun, name, and gender will be allowed on identification cards, email addresses, mailings, staff directories, business cards, appointment and reappointment letters, certificates and awards, and instructor names on course listings. Modifications to employee records will be made consistent with the process in Section 4(d).

**c. Legal Name:** A "legal name" is the name legally given to an individual, which may appear on a birth certificate, a court order, or certificate of naturalization. Instances in which legal name will be used include, but are not limited to: reporting to state or federal agencies, transcripts, payroll documents, financial aid documents and processes, enrollment and degree verification processes, Title IX

communication and documentation, faculty contracts, and other records where the individual's legal name is required by law or University policy.

**d. Preferred Name:** A "preferred name" is the name used by an individual that differs from the legal name that was assigned at birth, by court order, or on certificate of naturalization.

**e. Legal Gender:** "Legal gender" is the gender legally assigned to an individual as reflected on a birth certificate or court order which may include Gender X.

**f. Gender Identity:** "Gender Identity" is an individual's actual or perceived gender, self-image, appearance, or expression, whether that gender identity, self-image, appearance, or expression differs from that traditionally associated with the gender assigned at birth.

**g. Prefix:** A "prefix" is a title such as "Mr.," "Ms.," and "Mx."

**h. Preferred Pronoun:** "Preferred pronouns" are pronouns such as she/her/hers/herself, he/him/his/himself, zie/zim/zir/zis/zieself, and they/them/their/themself.

- 3. Policy Statement:** To assist in providing a comfortable and nondiscriminatory experience, students and employees may request that certain University records reflect their preferred prefix, pronoun, name, and gender. Student and employees may change their preferences as their circumstances change. Students and employees who have legally changed their name and/or gender may also have university records reflect these legal changes.

The University reserves the right to deny or remove any preferred name for misuse, including but not limited to misrepresentation, defined as attempting to avoid legal obligation or the use of derogatory names, with or without notice.

**4. Process for Making a Change to Legal or a Preferred Prefix, Name, and Gender in University Records:**

**a. Students:** Students desiring to make any legal change(s) should follow the policy as outlined in Section 2a and will complete the [Legal Information Change Request form located on the Transylvania website](#) or the Preferred Information Change Request form is located on TNet through the self-service portal via the user profile link. The Registrar will be responsible for making these changes and will notify University offices

Students desiring to make any changes to preferred prefix, pronoun, name or gender should follow the policy as outlined in Section 2a and can make changes on TNet through the self-service portal via the user profile link. The Registrar will be responsible for making these changes and will notify University offices

**b. Prospective Students:** Prospective students (defined as any time prior to enrollment) interested in attending Transylvania University who have inquired or applied may select their preferred prefix/pronoun/name/gender during this time following student records identified in Section 2. Students who desire to make a change prior to enrollment but after they have inquired or submitted an application, should notify their admission counselor in writing via email. Changes to legal personnel information would occur only after the student is enrolled and following process as outlined in Section 4(a).

**c. Alumni:** Alumni who attended Transylvania University under their legal name and legal gender may change their prefix, pronoun, legal name, and legal gender to a preferred prefix/pronoun/name/gender in student records identified in Section 2(a). Alumni who desire to make a name change for communication purposes only, should contact the Alumni Office at [alumni@transy.edu](mailto:alumni@transy.edu) or call 859/233-8275. If requesting a legal name change, please complete the [Legal Name Change Request Form](#) and provide appropriate documentation. Alumni who wish to have their diploma reissued with legal name change should submit a Replacement Diploma at a cost of \$50. [The form available on the Transy website.](#)

**c. Employees:** Employees desiring to make any legal change(s) should follow the policy as outlined in Section 2b and will complete the [Legal Information Change Request form located on the Transylvania website](#) or the Preferred Information Change Request form is located on TNet through the self-service portal via the user profile link. Human Resources will be responsible for making these changes and will notify University offices.

**5. Effect of Changing a Preferred Name or Gender:** Changing your prefix, pronoun, name, or gender in the University's records system is not the same as legally changing your name or gender through the courts (or in the case of gender, through a birth certificate in some states), and you may be challenged when you are asked to provide proof of your legal name or identity for employment, or governmental purposes, such as obtaining a passport. The legal name and gender will remain in the University's student/employee records system for reporting purposes unless the individual's name/gender is legally changed and that change is presented to the University.

**6. Documentation Required for Legal Name or Legal Gender Change in University Records:** In order to make a legal name or gender change, students, alumni, and employees must provide documentation evidencing a legal change. These documents are outlined on the Legal Personal Information Change Form.

All University records will reflect the new legal name/gender change and will be used for government and accreditation reporting purposes.

- 7. Student Disciplinary Proceedings:** Disciplinary proceedings will be conducted using the preferred prefix, pronoun, name, and gender identification, but the legal name will be attached to the final report.
- 8. Records Retention:** All documentation collected under this policy, whether in paper or electronic form, will be retained permanently.