Title/Subject: GENDER RECOGNITION AND LIVED/CHOSEN NAME POLICY

Applies to: ☒Faculty ☒Staff ☒Students ☒Student Employees ☒Visitors ☒Contractors

Effective Date of This Revision: June 1, 2022

Policy Owner: All: University Engagement and Student Affairs (UESA)
Faculty: Faculty Personnel Services (FPS)
Staff: Human Resources (HR)
Students: Registrar's Office

Background

Any Member of the Central Michigan University community may request that their gender identity and lived/chosen name be accurately presented on university documents and displays of personal information. In many cases, a lived/chosen name is a key component of any person's identity and the use of their lived/chosen name by others is an important element of creating an inclusive organizational culture.

Purpose

In the spirit of inclusion and diversity, to which CMU is strongly committed, CMU wishes to allow students, faculty, and staff to use a lived/chosen first name that differs from their legal name. The lived/chosen name will be used consistently across internal systems, processes, and documents.

Definitions

Dead Name: Refers to the name that trans person was given at birth but no longer uses. "Dead name" is intended to emphasize the inappropriateness of utilizing the name one is assigned at birth instead of their chosen name (i.e., misgendered). Legal name is utilized rather than "dead name" for the purpose of this policy.

Gender Identity: The gender(s), if any, with which a person identifies. Gender identity can be the same or different from the sex one is assigned at birth.

Legal Name: A person's name that is used for official government or other documents, including but not limited to birth certificates, passports, state ID cards, and driver's licenses.

Lived/Chosen Name: An alternative to a person's Legal Name, as designated by that individual but not limited to birth certificates, passports, state ID cards, and driver's licenses.

Nonbinary: An umbrella term or gender identifications, other than "woman" or "man," including genders with aspects of both or neither. Nonbinary persons may identify as agender, genderqueer, gender fluid, Two Spirit, bigender, pangender, gender nonconforming or gender variant.

Transgender/Trans: An umbrella term used to describe a person whose gender identity differs from their assigned birth sex. A trans person may not take social, medical, and/or legal steps to transition. Gender is self-determined and not based on social, medical, or legal recognition.

Policy

It is the policy of CMU to allow an individual to use a name that is different from their legal name. The designation of a lived/chosen name may be of interest to a range of community members, including but not limited to persons who/whose:

- Is transgender;
- Gender identity differs from sex assigned at birth on legal/official documents;

- Are survivors of abuse and/or trafficking;
- Lived/chosen name is a variation or abbreviation of their legal name (e.g., international students); and/or
- Have a legal name change (i.e., change in marital status), but also wish to retain the name under which they have previously published.

The lived/chosen name will be used consistently across internal CMU communication and reporting systems, within the scope of legal requirements. CMU is expeditiously using its best efforts to update internal processes and infrastructure to meet the exceptions of the policy.

A lived/chosen name must not be vulgar, offensive, or obscene and cannot create confusion of the individual with another person. A lived/chosen name must otherwise comply with all CMU policies.

A lived/chosen name will appear instead of the Legal Name in CMU online directory, on CMU ID cards (along with a global ID), on Blackboard or other CMU-supported Learning Management Systems, all degree auditing reports, class rosters, internal scheduling systems, and other systems employed by the university for conducting essential business functions as appropriate. In addition, CMU will endure the following:

- The university will provide three equally recognized options on university-issued documents and within university systems: woman, man, and nonbinary.

- The legal name of university students, employees, alumni and other members of the CMU community, if different than the individual's lived/chosen name, will be kept private and must not be published on documents or in displays that do not require the person's legal name.

- The gender option self-selected by an individual must be used within all CMU settings and situations.

- As a public institution, the collection of gender identity data is necessary for federal reporting and assessing gender equity. As such, this policy also guides CMU on the collection and reporting of gender identity, lived/chosen name, and sexual orientation.

Individuals who update their lived name/chosen name/preferred name according to this Policy after being issued an ID card may request a replacement card, at no cost.

The legal name will be used by CMU only when it is required for purposes including, but not limited to, legal reporting purposes, such as financial aid documents, immigration documents, medical and health records, payroll, and professional licensure records. The previous list is not exhaustive.

To ensure accurate records, individuals should routinely identify themselves if using a lived/chosen name, and when identifying, referring to, or requesting about others should use that individuals' lived/chosen name, as well as that individuals' global ID, if appropriate.

Procedure

CMU uses multiple systems and applications to manage its operations and processes. Where appropriate, CMU systems and applications will be modified to display only the lived/chosen name. This modification process will be implemented as soon as is practicable. The Gender Recognition and Lived/Chosen Name Policy will be reviewed bi-annually.

Places Where Lived/Chosen Name May be Used

- University issued email address
- University issued Global ID
- Transcript
- On-Campus Housing Rosters

- Sponsored Clubs, Organizations, Activities and Programs
- CMU ID card/badges
- News Releases
- Online Directory Listing
- Blackboard, Class, and Photo Rosters
- Grade Submission Reports
- Advisee Reports
- Degree Audit Reports
- Study Abroad Registration
- Orientation Scheduling
- Course Evaluation
- Wellness Programs
- Applicable Internal Surveys
- Diplomas
- Athletic and Intramural rosters
- Music and Theater related event programs
- Publicity materials for official university sanctioned events
- Other university events and publications, as appropriate

Places Where Legal Name Must be Used

- Background Checks
- Contracting and Purchasing
- Financial Aid Records
- Immigration Documents
- Medical and Insurance Records
- Payroll
- Compliance with Subpoenas
- Application for, and use of, VA benefits
- Compliance reporting for internal and external auditing processes
- Compliance reporting requirements as mandated by the State of Michigan
- Compliance reporting requirements as mandated by authorized entities of the United Sates Government

Central Michigan University reserves the right to make exceptions to modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines related to this subject.

Related Policies and Laws (Add Number & Name of Significantly Related Policy(ies))	
Appendices (Optional)	
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Change/No Change	
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