



Chosen Names and Pronouns

I. Introduction

The University of Central Oklahoma (UCO) affirms the right of students and employees to be addressed and to be known by the given (“first”) names and the pronouns that they choose to express their identity.

II. Scope

This policy is intended to apply to all university databases and electronic records and interfaces on and after the effective date of this policy.

III. Definitions

- A. Chosen Name: The given (“first”) name by which a student or employee wishes to be known and to be addressed. UCO allows for students and employees to designate the given (“first”) name by which they wish to be known and to be addressed. Students and employees are required to present documentation of a legal name change in order to change their surname (“last” or “family” name) in the university’s records and systems.
- B. Legal Name: The name that appears on a student’s or employee’s government-issued documents, such as a birth certificate, passport, driver’s license, Social Security card, or permanent resident card.

IV. Policy Statement

The University of Central Oklahoma (UCO) affirms the right of students and employees to be addressed and to be known by the given (“first”) names and the pronouns that they choose to express their identity.

UCO upholds this right by providing both students and employees with the opportunity to designate a chosen given (“first”) name and pronouns through an online self-service option accessible to all students and employees.

Chosen names and pronouns, as designated through this online self-service option, will appear in all publicly accessible and in most restricted fields in the university’s databases and systems, so that system users will see displayed the student’s or employee’s chosen name and pronouns.

- It is not necessary for students or employees to change their names legally in order to designate a different chosen name or pronoun to display within these systems.
- Certain fields (*e.g.*, transcript name, diploma name, and specific Human Resources databases) will continue to report the student’s or employee’s legal name, if and when the university is required by applicable local, state, or federal law to use the student’s or employee’s legal name.

- Students and employees are required to provide government-issued identification bearing their legal names if and when asked to do so by authorized officials of the university.
- Students in specific programs (*e.g.*, education or nursing) may be required to provide their legal names in the context of internship or practicum experiences if the internship or practicum site is legally required to obtain and record this information.
- Students and employees may be required to provide their legal names on specific forms and documents (*e.g.*, the Free Application for Federal Student Aid) if and when a legal name is required by applicable local, state, or federal law or administrative policy.

The following restrictions apply to the designation of chosen given (“first”) names and pronouns:

- Students may designate newly chosen names and/or pronouns at their discretion, but newly chosen names and/or pronouns chosen after the beginning of the semester may not be reflected on printed class roll sheets and other documents prepared by instructors at the beginning of the semester.
 - In these cases, students should notify their instructors that they have designated a newly chosen name and/or pronouns that were not included on beginning-of-the-semester class rosters and course sites.
- Students and employees may not designate chosen names and/or pronouns for purposes of misrepresentation, to avoid legal obligations, or in any manner that violates university policies or local, state, or federal laws.
- The university reserves the right to remove a chosen name from its databases if the university determines that the name in question is highly offensive or derogatory to members of the university community.
- Students and employees may select pronouns from the list provided in the online, self-service option described above.
 - Students and employees who wish to select pronouns that are not available through the online, self-service option may request that additional pronouns be added to the list of available options. To make a request of this sort, the student or employee should contact the university’s Office of Inclusive Community (InclusiveCommunity@uco.edu).

Technical Standard

UCO requires that databases and applications implemented after the effective date of this policy be designed, authored, purchased, developed, managed, procured, and implemented in such a manner as to ensure that students’ and employees’ chosen names and/or pronouns, as designated through the online self-service option, are displayed in all databases and records except those in which local, state, or federal law requires the use of the student’s or employee’s legal name.

Exceptions - Legacy UCO systems that do not have capacity to accept Chosen First Name and Pronouns.

Changes to chosen name and pronouns will not automatically change UCO account usernames, and the number of times an account username can change may be limited. In most cases, requests for modifications to account username may only be associated with a legal name change. When an account username is changed, UCO is not obligated to make available historical account information associated with the old account username.

Responsible Parties/Responsibilities

This policy will be overseen by the Office in Information Technology, in consultation and collaboration with the Office of Inclusive Community.

Troubleshooting and Technical Support

Students or employees who experience difficulties in accessing or using the online self-service option described above should contact the Office of Information Technology's Service Desk (<https://www.uco.edu/technology/service-desk>).

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By: _____
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