

Board of Trustees of the Nebraska State Colleges

Student Affairs

POLICY NAME: Chosen Name and Gender Identity

POLICY NUMBER: 3660

A. PURPOSE

The Board recognizes some students use chosen names to identify themselves and the Colleges should use the student's chosen name when possible. The Board further recognizes some students self-assert a gender other than their sex. The Colleges should use a student's gender identity when possible. When reference to a gender value is necessary, the Colleges should use gender identity in place of sex or binary gender values when possible.

B. DEFINITIONS

- 1. Legal Name (or Official Name of Record):** The name that appears on a student's passport, driver's license, birth certificate, or Social Security card.
- 2. Chosen Name:** A name selected by a student that differs from the student's legal name by which the student wants to be known or identified within the College Community.
- 3. Sex:** For purposes of this policy, sex (Male [M], Female [F], Non-Binary and/or Intersex [X]) means a person's sex assigned at birth or a person's legally recognized sex which may be found on a person's passport, driver's license, birth certificate, or Social Security Card.
- 4. Gender Identity:** An individual's internal knowledge of their own gender. Gender Identity may differ from an individual's sex.

C. POLICY

1. Chosen Name

1.1. Permissible Use of Chosen Name

Except as set forth in Section C.1.2 of this policy, students may use a chosen name to identify themselves when possible.

1.2 Prohibited Use of Chosen Name

- Students and prospective students will be required to provide their legal name when applying for admission and financial aid.
- A chosen name shall not be used for the purpose of misrepresentation, avoiding legal obligations, or otherwise in any manner that violates Board policies or federal, state, or local laws.
- A chosen name not capable of being administratively implemented, including but not limited to those including symbols or images are prohibited.
- A chosen name shall not consist of highly offensive language or derogatory names.
- The Colleges may remove any chosen name without prior notice to the student due to violations of this Policy.

1.3 Use and Display of Chosen Name

The Colleges should make a good faith effort to use and display chosen names to the College community in all instances in which use of a legal name is not required when feasible. Such instances may include but are subject to change and not limited to human resources, student information and business systems; reports; documents; correspondence; class rosters; learning management systems; College directories; College email addresses; College identification cards; and College issued award certificates.

Instances in which a student's legal name will be used, include but are subject to change and not limited to:

- Official and Unofficial Transcripts
- Student Clearinghouse
- IRS Documents (e.g. 1098-T, W2 1095C)
- Scholarship and Financial Aid Processing
- Student Billing
- Human Resources Systems
- Public Directory Requests from Third Parties pursuant to Policy 3650
- Benefits Documents
- Data Transmitted to Governmental Agencies or Servicing Agencies
- When Required by Law

1.4 Legal Name Change

The Colleges shall establish procedures to allow students to change their legal name by providing appropriate legal documentation of the change. Such documentation may include court orders and divorce decrees.

2. Gender Identity

2.1. Permissible Use of Gender Identity

Students may specify by which they wish to be known within College information systems. In those instances in which a student uses a gender identity within College information systems, circumstances may require that the College use the student's sex.

Students' gender identity may be referenced in College communications, documents, and information materials, except in those instances in which the use of sex is required by Board Policy; federal, state or local law; or other legal need. Not all College systems, databases, and processes may be capable of storing and/or displaying a separate gender identity and uses may exist that require the display of sex. Students should be prepared to reference their sex and provide corresponding identification when necessary.

FORMS / APPENDICES:

None

SOURCE:

Policy Adopted: July 2021