



# Gender Recognition and Lived Name

University of California – Policy

<b>Responsible Officer:</b>	Vice Provost Yvette Gullatt
<b>Responsible Office:</b>	Diversity and Engagement
<b>Issuance Date:</b>	tbd
<b>Effective Date:</b>	July 1, 2021
<b>Last Review Date:</b>	
<b>Scope:</b>	Systemwide

---

<b>Contact:</b>	Elizabeth Halimah
<b>Title:</b>	Associate Vice Provost, Diversity and Engagement
<b>Email:</b>	<a href="mailto:elizabeth.halimah@ucop.edu">elizabeth.halimah@ucop.edu</a>
<b>Phone:</b>	(510) 987-0604

---

---

## TABLE OF CONTENTS

---

<b>I. POLICY SUMMARY .....</b>	<b>3</b>
<b>II. DEFINITIONS .....</b>	<b>3</b>
<b>III. POLICY TEXT.....</b>	<b>5</b>
<b>IV. COMPLIANCE / RESPONSIBILITIES.....</b>	<b>5</b>
<b>V. PROCEDURES.....</b>	<b>5</b>
<b>VI. RELATED INFORMATION.....</b>	<b>6</b>
<b>VII. FREQUENTLY ASKED QUESTIONS .....</b>	<b>6</b>
<b>VIII. REVISION HISTORY .....</b>	<b>7</b>
<b>IX. APPENDIX.....</b>	<b>7</b>

---

### **I. POLICY SUMMARY**

---

Gender identity is fundamentally personal, and the University of California should ensure that all individuals have university-issued identification documents and displays of personal identification information that recognize their accurate gender identity and lived name (first name, middle name and/or last name or surname). This policy also provides guidance on the collection and reporting of gender identity, lived name and sexual orientation.

---

### **II. DEFINITIONS**

---

**Bisexual:** A person whose sexual and affectional orientation can be toward people of their own or other genders.

**Cisgender:** Denotes or relates to a person whose sense of personal identity and gender corresponds with their birth sex.

**Dead name:** A name that a transgender person was given at birth but no longer uses.

**Downstream information system:** A computer information system that receives data from a collaborative information system. Analogous to a river, data can flow upstream or downstream to another information system.

**Gay:** A sexual and affectional orientation toward people of one's own gender.

**Gender identity:** A person's internal sense of the gender(s), if any, with which they identify. An individual's gender identity can be the same or different from their sex and/or gender at birth.

**Genderqueer:** A person whose gender identity and/or gender expression falls outside of the dominant social norm of the assigned sex, is beyond genders or is a combination of genders.

**Heterosexual or straight:** A sexual orientation wherein a) a person who identifies as a woman feels physically and emotionally attracted to a person who identifies as a man, or b) a person who identifies as a man feels physically and emotionally attracted to a person who identifies as a woman.

**Legal name:** Legal name is the name that identifies a person for legal, administrative and other official purposes. Legal names are those that appear on official government documents.

**Lesbian:** A woman whose primary sexual and affectional orientation is toward people of her own gender.

**LGBTQ:** an acronym that stands for lesbian, gay, bisexual, transgender, queer and/or questioning of one's sexual orientation or gender identity. Sometimes the acronym is expanded to LGBTQIA+ to include intersex, as well as asexual, agender and aromantic people, plus other associated communities.

**Lived name:** A self-chosen or preferred personal and/or professional name used instead of a legal name.

**Nonbinary gender:** An umbrella term for people with gender identities that fall somewhere outside of traditional understandings of female or male. They may also describe themselves as agender, genderqueer, gender fluid, Two Spirit, transgender, bigender, pangender, gender nonconforming or gender variant.

**Pansexual:** Terms used to describe people who have romantic, sexual or affectional desire for people of all genders and sexes.

**Preferred name:** Preferred name, like lived name, is a self-chosen personal and/or professional name used instead of a legal name.

**Primary information system:** The initial computer information system that collects the raw data that is later transferred to downstream information systems.

**Sexual orientation:** A person's capacity for and attraction and desire to have sex and a sexual relationship. Labels for sexual orientation include asexual, bisexual, demisexual, gay, heterosexual — often termed straight — lesbian, pansexual, etc.)

**Trans Female/Trans Woman:** A transgender person who was assigned male at birth but whose gender identity is that of a woman.

Trans Male/Trans Man: A transgender person who was assigned female at birth but whose gender identity is that of a man.

Transgender: a) Someone whose gender identity or expression does not fit within dominant group social constructs of assigned sex and gender; b) A gender outside of the man/woman binary; c) Having no gender or multiple genders

---

### **III. POLICY TEXT**

---

The University must provide three equally recognized gender options on university-issued documents and information systems — female, male and nonbinary — and an efficient process for students and employees to retroactively amend their gender designations and lived names on university-issued documents and in information systems. The legal name of university students, employees, alumni and affiliates, if different than the individual's lived name, must be kept confidential and must not be published on documents or displayed in information systems that do not require a person's legal name. It is the intent of the University that this policy be fully implemented by UC campuses and locations by July 1, 2021.

This policy also provides guidance in Section VII on the collection and reporting of gender identity, lived name, and sexual orientation.

---

### **IV. COMPLIANCE / RESPONSIBILITIES**

---

This is a systemwide policy, to be instituted across all campuses and locations.

The President of the University of California is responsible for implementing and enforcing this policy.

The Office of Diversity and Engagement at the University of California Office of the President is responsible for providing interpretations or clarifications of the policy.

---

### **V. PROCEDURES**

---

The following procedures are required for all University of California campuses, locations, departments and agents to follow.

1. All forms — whether physical/hard copy or virtual/electronic — provided to any individual entering into an academic or professional relationship with the University of California must offer three options when gender information is requested: female, male and nonbinary.
2. The gender option selected by an individual must be used within the University of California system in all settings and situations.

3. Any individual entering into an academic or professional relationship with the University of California may be permitted to indicate a lived name (also known as preferred name) to be used in the University of California system in all settings and situations that do not require a person's legal name.
4. Any individual in an existing academic or professional relationship with the University of California must — through a straightforward and efficient process — be permitted to amend their University of California records to reflect their gender identity and lived name.

---

## **VI. RELATED INFORMATION**

---

Appendix 1: Guidance for Collecting and Reporting Demographic Data on Sexual Orientation, Gender and (Lived) Name

Appendix 1 provides guidance and guidelines for University of California offices responsible for the collection and reporting of demographic data on the gender identity of UC students, employees and affiliates. The document also provides guidance on the collection and use of lived names for students, employees and affiliates.

[CA SB-179: Gender Recognition Act](#)

---

## **VII. FREQUENTLY ASKED QUESTIONS**

---

**Q: Why is it necessary to include a nonbinary gender option on University forms and in UC systems?**

A: Until now, individuals whose gender identity is neither female nor male were forced to choose from one of the two options. Offering a nonbinary gender option acknowledges that the binary options are not sufficient to recognize gender diversity, at least within the university community.

**Q: What prompts the creation of this new policy?**

A: On October 15, 2017, the state of California passed the Gender Recognition Action (SB-179). The bill contributed to university discussions already taking place about revising procedures and practices to be more gender inclusive, including the 2014 recommendations from the UC Task Force & Implementation Team on Lesbian, Gay, Bisexual and Transgender Climate & Inclusion (the LGBT Task Force).

---

**Q: Would the option for individuals to choose a lived or preferred name be limited to those individuals who are transgender or who have designated a non-binary gender?**

A: The designation of a lived or preferred name may be of interest to a myriad of University community members, including but not limited to individuals who are transgender, whose gender identity differs from that indicated on official documents,

whose lived or preferred name is a variation or a shortened version of their legal name (e.g., international students, faculty and staff who have adopted Anglicized names); or those who have married and have had a legal name change but wish to retain the name under which they have published academic works.

**Q. What are examples of university documents where a legal name is required?**

A. Generally, documents that the University provides to the federal government or in conjunction with a person's Social Security Number require the use of a legal name. This may include, but is not limited to the following:

- Financial aid documents
- Payroll records
- Medical personnel identification and patient records
- Federal immigration documents
- Tax forms (i.e., W2, 1095C, 1099)

**Q. Does this policy cover student names on academic documents such as transcripts, diplomas and/or dissertation title pages?**

At this time, legal names are used for official transcripts, diplomas and dissertation title pages. Policy changes regarding academic documents are recommended by the University of California Academic Senate and are subject to change.

---

## **VIII. REVISION HISTORY**

---

This is a new policy.

---

## **IX. APPENDIX**

---

Appendix 1: Guidance for Collecting and Reporting Demographic Data on Sexual Orientation, Gender and Lived Name