

Personal Pronoun and Preferred First Name Policy – V 5.0

PURPOSE:

Truman State University strives to provide a quality education in an environment of respect and understanding. To that end, how an individual refers to themselves is deeply personal, and this policy provides guidance for how to establish a preferred first name and/or personal pronoun at Truman.

APPLIES TO:

- All members of the Truman State University community
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POLICY STATEMENT:

Truman recognizes the need or preference for members of the University community to refer to themselves by a first name other than their legal name, and/or to choose a personal pronoun that is consistent with one's identity.

Preferred First Name - Members of the Truman community should feel empowered to be called by a preferred first name. By allowing individuals to use a preferred first name, the university hopes to provide an inclusive, safe and nondiscriminatory university experience. Reasons for name changes may include transgender or gender nonconforming identities, international members or other members who wish to adopt an English language name, individuals known by names that are different from their legal names, or individuals who have popular names who wish to use a different one. Equally important, no student, faculty or staff member should feel pressure to take on an Anglicized first name for acceptance or the convenience of others.

Personal Pronoun – Pronouns (like he and hers) specifically refer to the gender of a person. A personal pronoun is the pronoun that a person prefers other members of the campus community use in reference to them. The University supports a list of personal pronouns that individuals may choose from to use for themselves.

As long as the use of a preferred first name and/or a personal pronoun are not used to avoid legal obligations or for misrepresentation, the University acknowledges that a preferred first name and/or a personal pronoun can be used where possible in the course of University business and education.

PROCESS:

In order to simplify the management of personal identity, the university maintains information and procedures on the TruView portal as well as a university [preferred name and gender information website](#). The university preferred name and gender information website will be updated as necessary to support additional changes in identity management.

For more information regarding preferred first name and/or personal pronoun, including in which either will be used, refer to:

[Preferred First Name Resources for Students](#)

[Preferred First Name Resources for Employees](#)

[Personal Pronoun Resources](#)

Nondiscrimination Statement

Truman State University encourages and gives full consideration to all applicants for admission, financial aid and employment. The university does not discriminate in access to, or treatment, or employment in, its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, national origin, veteran status, or disability. Inquiries about compliance should be addressed to the university's Institutional Compliance Office.

To report any incidents of bias and for more information about bias-related policies at Truman State University, please visit <http://titleix.truman.edu>.

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

A legal name must appear on diplomas and official transcripts; payroll records; tax documents; benefits information; financial aid documents, other financial documents including student loan contracts, bill payment, reimbursements, and banking information; visa and immigration documents; NCAA reports; and official health records.

The process for changing your legal name varies by state and country of residence and reason for the change. The university cannot change a legal name. You must pursue a legal name change with your state of residence and/or federal authorities and then submit a legal name change document (typically a court order) to the Office of the University Registrar. A student employee must also submit an updated I-9 form. Please note that any member of the university community with a social security number must change their legal name with the Social Security Administration as well.

As you make the decision to use a preferred first name, please note that you may be required to disclose your preferred first name together with your legal name on future documents including, but not limited to: background checks, professional licensure applications, graduate school/employment applications, and immigration applications. In addition, first name and pronoun changes can be done once every 180 days.

CONSEQUENCES:

Truman State University will display preferred first names and/or preferred gender pronouns to the university community where feasible and appropriate, and it will make a good faith effort to update the reports, documents and systems designated to use this information. Inappropriate use of the preferred first name and preferred gender pronoun policy may be cause for denying use of preferred information. Truman State University reserves the right to remove information deemed inappropriate. Additionally, inappropriate use of this policy will be considered a violation of the Student Conduct Code which may subject students to discipline.

CONTACTS:

The Office of the Provost and the Institutional Compliance Office have sponsored this initiative and policy.

Responsible Executive:	Executive Vice President and Provost
Responsible Office:	Institutional Compliance Office
APPROVED BY:	Truman State University President
APPROVED ON:	2022/08/30
EFFECTIVE ON:	2022/08/30
REVIEW/CHANGE HISTORY:	2018/05/22
REVIEW CYCLE:	As Needed

DEFINITIONS:

The **Preferred Name and Gender Information Website** is a Truman website that contains information and procedures regarding the management of personal identity data for our students, faculty, and staff. This includes access to information about data management and frequently asked questions pertaining to the preferred first name and personal pronoun.

RELATED DOCUMENTS:

- Preferred First Name Resources
 - Preferred First Name Resources for Students
 - Preferred First Name Resources for Employees
- Frequently Asked Questions for Adding a Preferred First Name
 - Frequently Asked Questions for Students Adding a Preferred First Name
 - Frequently Asked Questions for Employees Adding a Preferred First Name
- Personal Pronoun Resources