



Executive Policy Chapter 7, Student Affairs
Executive Policy EP 7.302, PreferredChosen Name, Pronouns, and Gender Identity
Effective Date: August 2016XXXX 2023
Prior Dates Amended: none (new)August 2016
Responsible Office: Office of the Vice President for Academic StrategyAffairs
Governing Board of Regents Policy RP
Review Date: August 2018XXXX 2026

I. Purpose

- A. A.—To set forth a policy to support students who have a preferredchosen name, such as a Hawaiian name, an international name, or a name that is concurrent with their gender identity.
- B. B. ~~The goal of this policy is to~~ enable a consistent preferredchosen name experience across the University of Hawai'i system (UH) and use of one's preferredchosen name wherever legal name is not absolutely necessary, including within specific information systems and processes.
- C. C.—The option to use preferredchosen name, pronouns, and gender identity shall be available to all students as long as the use of the preferredchosen name is not for ~~the purpose~~s of ~~fraud or~~ misrepresentation.

II. Definitions

- A. A.—“PreferredChosen name”: ~~is the~~ first name that a student ~~uses consistently and regularly, other than their chooses to be known by or identifies as in the University of Hawai'i community that is different from the student's~~ legal name.
- B. B.—“Legal name”: ~~is the~~ the name ~~that a student has~~ listed as a student's their name of record on ~~an~~ official government-issued documents such as birth certificate, passport, social security card, transcript, etc.
- C. Legal sex: Also referred to as 'assigned sex', is the assignment and classification of people as male, female, intersex, or another sex assigned at birth often based on the physical anatomy at birth and/or karyotyping.

D. Pronouns: How an individual is identified apart from their name and affirms their gender identity, not their assigned or legal sex. Examples of common pronouns include: he/him/his, she/her/hers, and they/them/theirs.

E. Gender identity: A term to describe the gender that an individual identifies with, which may or may not align with their legal/assigned sex. For the purposes of this policy, options shall be consistent with current terminology as vetted by the UH System Commission on Lesbian, Gay, Bisexual, Transgender and Queer+ (LGBTQ+) Equality.

III. Executive Policy

A. A. The University acknowledges that a preferred name may be used whenever possible in the course of University business and education. As an inclusive and diverse university system, UH recognizes that many members of its community use names other than their legal name or name of record to identify themselves. For some students, chosen names and pronouns are an important component of their identity. This policy affirms a commitment to allow students to indicate their chosen first name, pronouns, and gender identity.

1. B. The UH university shall permit the use of a preferred chosen name, pronouns, and gender identity by any students who wishes to choose to identify themselves within the University's information systems whenever those systems allow for such designation with a preferred name in addition to their legal name.

2. Chosen name, pronouns, and gender identity are used solely for UH's internal activities, systems, processes, and practices. External systems (i.e., hometown newspapers, outside agencies, etc.) are not affected by this policy.

3. C. It is further understood that the preferred chosen name, pronouns, and gender identity may be used in UH university communications and reporting, except where the use of the legal name is necessitated by University business or legal requirement. These systems and reports include, but are not limited to, class rosters, the learning management system, student information system, student ID cards, and directory listings.

4. As a diploma is a ceremonial document rather than a legal one, students may elect to have their chosen name on their diploma at the time the student applies to graduate.

a. Students may elect to use their chosen name on their diploma and/or the commencement book by completing the procedure at their home campus.

- b. If students do not indicate the use of chosen name on their diploma or the commencement book by the home campus's deadline to apply, their legal name will be used by default.
- c. Students must keep in mind that some countries, states, professional programs, and regulatory entities require legal names to be printed on diplomas. They may not accept a diploma with a chosen name as an official document.
- d. The use of chosen name on a diploma does not replace the process to change a student's legal name.
- e. The registrars at the ten campuses are responsible for implementing procedures necessary for the use of chosen name on diplomas and the commencement book, including informing students of the implications that might arise if the name of the diploma differs from the student's legal name.

5. Legal name shall be used when necessitated by University business or legal requirement. These documents include, but are not limited to, admissions letters, visa documentation, verification of enrollment/degree, student accounts, financial aid, official transcripts, and communications with external authorities.

6. ~~D.~~ University departments will ~~be instructed to~~ commit to utilize preferred chosen name, pronouns, and gender identity in their business practices.

7. ~~E.~~ This policy is limited to pronouns, gender identity and first names. This policy does not apply to and not surnames or family names. This policy may be modified, changed, altered, or rescinded at the discretion of the University.

B. Students may enter chosen name, pronouns, and/or gender identity using the appropriate form at their home campus.

~~F. The University will utilize a "Preferred Name" that is different than a legal name, upon completion of the process described below:~~

~~G. Retrieve, complete, and sign the University Form for Use of Preferred Name.~~

~~H. After completing the form, students must submit the form to the Office of the Registrar at the home campus.~~

~~I. The form will explain the terms and conditions under which the preferred name will be used. The form states where the preferred name will appear, such as "on identification cards, class rosters, and directories such as Laulima and STAR."~~

~~J. Appeals shall be submitted in writing to the Office of the Vice Chancellor for Student Affairs within five (5) working days of the decision. The Vice Chancellor for Student Affairs, or designee, shall review the case and issue a decision within ten (10) working days of receipt of the appeal. Appeal decisions will be final and binding within the University.~~

~~C. K.~~ Students will also have access to the “alias” feature to develop a hawaii.edu email address that reflects their preferredchosen name.

~~D. L.~~ Students who wish to change their surname and/or official name of record must submit official documentation (e.g., court order, divorce decree) directly to ~~the Office of the~~ their campus Registrar’s Office or Admissions and Records Office.

~~E. M.~~ ~~The UH university will make every effort to display preferredchosen first-name, pronouns, and gender identity to the UH university community where feasible and appropriate and make a good faith effort to update reports, documents and systems.~~

~~F. Under the Family Educational Rights and Privacy Act (FERPA), a student’s name, including chosen name, may be disclosed as “directory information” unless the student restricts disclosure by submitting a request for Non-Disclosure of Directory Information to the Registrar’s Office or Admissions and Records Office at their home campus.~~

~~N. Legal name will still be used on certain records, including official transcripts, diplomas, paychecks, payroll records, enrollment verifications, medical records, financial aid documents and other records, which require use of an official name of record.~~

~~G. O.~~ UH reserves the right to deny or remove, with or without notice, any preferredchosen name for misuse, including but not limited to fraud, misrepresentation, attempting to avoid legal obligation, or the use of highly offensive or derogatory names.

~~1. Should UH determine that a chosen name is in violation of this policy, the University will deny use of the chosen name. UH will notify the student within five (5) working days of its determination.~~

~~2. Appeals shall be submitted in writing to the appropriate campus vice chancellor, vice provost, or dean’s office within five (5) working days of the decision. The vice chancellor, vice provost, or dean’s office or designee, shall review the case and issue a decision within ten (10) working days of receipt of the appeal. Appeal decisions will be final and binding within UH.~~

IV. Delegation of Authority

There is no policy specific delegation of authority.

V. Contact Information

Office of the Associate Vice President for Student Affairs
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VI. References

- ~~A. A.~~—Regents Policy RP1.205 Policy on Nondiscrimination and Affirmative Action
- ~~B. B.~~—Executive Policy EP1.202 University Statement of Nondiscrimination and Affirmative Action
- ~~C. C.~~—Executive Policy EP1.204 Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence

Approved:

David Lassner
President

Date