Approved by:

/s/
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Matthew J. Schroeder
Interim President

> Policy 3364-12-03 Inclusive gender practices is rescinded effective June 25, 2025.

Name of Policy: **Inclusive gender practices** **Policy Number**: 3364-12-03 **Approving Officer:** President **Responsible Agent**: Vice President for Diversity, Equity and Inclusion **Scope**: All University of Toledo campuses	THE UNIVERSITY OF TOLEDO 1872 **Original effective date:** September 26, 2022

Key words: Inclusive, gender, Chosen First Name, LGBTQA+

X	New policy proposal	Minor/technical revision of existing policy
	Major revision of existing policy	Reaffirmation of existing policy

(A)   Policy Statement

The purpose of the policy is to respect and affirm the identity of all UToledo community members in accordance with our commitment to fostering an environment of inclusivity. Affording students, faculty, and staff the opportunity to identify their Chosen First Name, pronouns, and identity in the LGBTQA+ community affirms that we recognize sexual orientation, gender identity, and gender expression as key aspects of diversity, equity, and inclusion. In addition to validating and affirming personal identities, self-identification allows us to better understand our campus population.

(B)   Scope

This policy applies to all faculty, staff, students, student organizations, and third parties (for example, vendors and visitors), and covers conduct that occurs in University programs and activities, on University property or at University sponsored events.

(C)   Definitions

    (1)   Chosen First Name: A person's Chosen First Name is the name they choose to be called in day-to-day life.

    (2)   Legal First Name: A person's legal first name is the official name listed on government-issued identity documents.

    (3)   University Community: Includes the University, any person who is a faculty, staff, students, student organizations, or third party.

(4)   University Systems: Includes, but is not limited to learning management systems, electronic medical records, payroll systems, and any additional information system at the University of Toledo.

(D)   Procedures

(1)   Chosen First Name Updates

The University of Toledo recognizes the importance of students, faculty, and staff being able to use names other than their legal names to identify themselves for a variety of reasons. It is strongly recommended that an individual's Chosen First Name be used by all UToledo students, staff, and faculty in all communications. In instances where a legal name is required within University Systems, including but not limited to, official transcripts, tax forms, payroll, financial aid forms, law enforcement forms, and health records, the individual's Chosen First Name is strongly recommended to be used in verbal communication.

Chosen First Name will appear on course rosters, myUT Portal, Self-Service, Blackboard, Starfish, and eDirectory.

All UToledo community members may update their Chosen First Name by logging into their myUT portal using their UTAD.

(2)   Information Systems

UToledo utilizes multiple information systems to manage its operations and processes. Where appropriate, university systems will be modified to display only the Chosen First Name. Chosen First Names will appear on the front of Rocket ID card.

Instances in which a legal first name is required include, but are not limited to, official transcripts, tax forms, payroll, financial aid forms, law enforcement forms, and health records,.

Other university systems that are dependent on data from these enterprise systems will be refreshed based on business processes and may take up to several business days for updated Chosen First Names to be reflected in all systems.

(3)   Rocket ID Cards

An individual's Chosen First Name will be printed on that individual's UToledo Rocket ID Card with their legal name printed on the back.

Students, faculty, or staff who update their Chosen First Name after being issued a Rocket ID Card may request a replacement card. Appropriate charges will apply.

(4)   Pronouns

All UToledo community members may update their pronouns by logging into their myUT portal using their UTAD.

All UToledo community members are strongly encouraged to use an individual's pronouns.

(5)   Self-Identification

All UToledo community members can self-identify in the LGBTQA+ community by logging into their myUT portal using their UTAD.

Students, staff, and faculty who choose to self-identify will be offered connection to campus resources to strengthen their sense of belonging. For students, self-identification will be used to track the retention and graduation rates of our LGBTQA + students.

(6)   Facilities

Students, faculty, and staff have the right to use facilities that match their gender identity and/or gender expression, including but not limited to: restrooms, locker rooms, and residence halls.

Transgender, gender nonconforming, and non-binary individuals are not expected or required to use gender-neutral restrooms.

(E)   The University Policy on Inclusive Gender Practices Review

The University policy on Inclusive Gender Practices will be reviewed annually under the leadership and direction of the Vice President for Diversity, Equity, and Inclusion or their designee.

Approved by:	**Policies Superseded by this Policy:**
	• *None*
/s/	
Gregory Postel, M.D. President	**Initial effective date**: September 26, 2022
	Review/revision date:
September 26, 2022	**Next review date:** September 26, 2025
Date	
Review/Revision Completed by:	
Vice President for Diversity, Equity and Inclusion, SLT	