

Gender Recognition & Lived Name (GRLN) Town Hall

Bracken Dailey, University Registrar
August 16, 2023, and August 23, 2023



This new presidential policy ensures all individuals are identified by their accurate gender identity and lived name on university-issued documents and in UC's information systems by providing guidance on the collecting and reporting of gender identity, lived name, and sexual orientation.

For the implementation of this policy, it focuses on four distinct data areas:

- **Lived Name** – previously preferred name and now will be throughout all systems
- **Gender Identity** - previously collected but will now be the only gender collected; we will not be collecting sex assigned at birth
- **Pronouns** – never collected before so new option for students
- **Sexual Orientation** – remaining consistent with previous processes

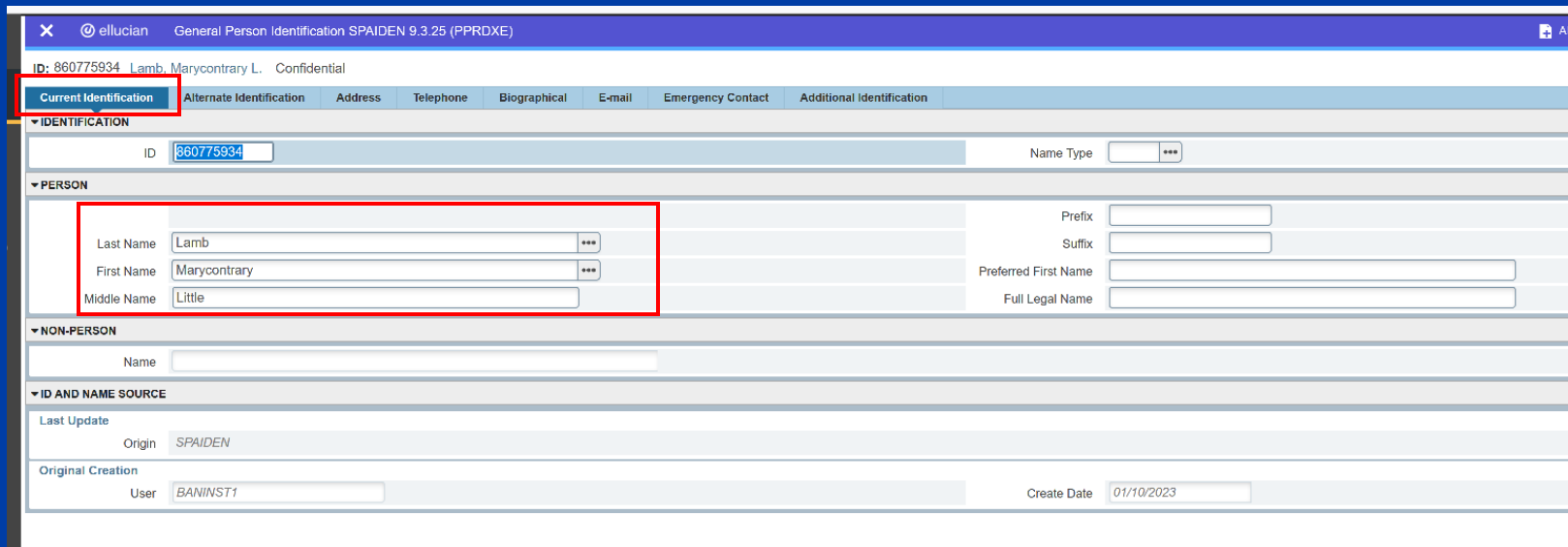


The eCourse “[Gender Recognition & Lived Name: An introduction to gender awareness](#)” introduces you to terms and concepts related to gender and nonbinary identities, as well as best practices for name, pronoun, and title usage. Please note this course was updated and improved in 2023, and is recommended for everyone. This eCourse is also a prerequisite course for UC GRLN Policy trainings. Length: 35 minutes.

The eCourse “[UC Policy on Gender Recognition and Lived Name](#)” online course introduces you to the concept of lived name, and provide an overview of the policy, implementing procedures, use, disclosure, confidentiality, access, and local procedures regarding legal name. Length: 35 minutes.

Lived Name – A self-chosen or personal and/or preferred professional name used instead of a legal name. (First, middle and last name)

- All students will have a Lived Name in Banner. This will be stored in the current name field in Banner on SPAIDEN. If a student does not provide a Lived Name the Lived Name will be equal to the student's Legal Name.



General Person Identification SPAIDEN 9.3.25 (PPRDXE)

ID: 860775934 Lamb, Marycontrary L. Confidential

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

IDENTIFICATION

ID: 860775934 Name Type: ***

PERSON

Last Name: Lamb ***

First Name: Marycontrary ***

Middle Name: Little

Prefix:

Suffix:

Preferred First Name:

Full Legal Name:

NON-PERSON

Name:

ID AND NAME SOURCE

Last Update:

Origin: SPAIDEN

Original Creation:

User: BANINST1

Create Date: 01/10/2023

- If given a Legal Name, you will be able to enter that name in Banner to pull the student up. If you have not been granted the ability to access legal names, you will no longer be able to see the legal name once the record is identified.

Legal Name

- Legal Name will be stored as a separate name type on the Alternate Identification tab on SPAIDEN. All students will have a Legal Name in Banner. Based on job responsibilities, many staff will not have access to Legal Name and therefore, will not see this name type within the Alternate Identification tab.

General Person Identification SPAIDEN 9.3.25 (PPRDXE)

ID: 860775934 Lamb, Marycontrary L. Confidential

Current Identification **Alternate Identification** Address Telephone Biographical E-mail Emergency Contact Additional Identification

▼ ALTERNATE NAMES ON ID

Name Type	LEGL *** Legal Name	First Name	Mary
Change Type	Name	Middle Name	Sue
ID	860775934	Origin	SPAIDEN
Last Name	Littlelamb	Create User	CLIFFV
		Create Date	10/20/2019
Name Type	PREF *** Preferred	First Name	MaryBeth
Change Type	Name	Middle Name	Helen
ID	860775934	Origin	SPAIDEN
Last Name	Littlelamb	Create User	CLIFFV
		Create Date	10/20/2019

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- Legal Name is to always be protected. Consider the sensitivity of this information to be at the highest level, like SSN, bank account information, driver's license number, etc. If you have access to, or find you become aware of a student's legal name, you are expected to always maintain confidentiality of that information.

Registrar's Office, Graduate Division and School of Medicine	Student Record maintenance
Admissions (Undergraduate, Graduate, School of Medicine and Summer Session)	Used for matching names on external documents; Ensuring common matching integrity
Athletics (NCAA)	NCAA compliance and Health related needs only
Commencement (University Events)	Student selection for commencement name
Financial Aid	Used for processes and communications with governmental agencies and lending agencies only
Housing	Limited staff access for legal housing contract related issues only
International Affairs	Immigration requirements only
Parking (TAPS)	Integration with DMV
UCR Police Department	During investigations where need to know/right to know requirements apply
Student Business Services	Direct Deposit and Billing
Student Conduct and Academic Integrity Program (SCAIP)	Limited staff access to assess initial incidents with UCRPD
Student Disability Resource Center	Limited staff access for outside medical document verification
Student Health Services/Counseling and Psychological Services	Insurance requirements and Pharmacy
Title IX Office	Legal component of investigations

The departments will be listed on the Registrar's website for students to be aware. All systems that will have legal name will be listed on the committee website - <https://chancellor.ucr.edu/gender-recognition-and-lived-name-committee>

Staff/Faculty Names in Banner

- Staff /Faculty have Banner records in order to be assigned to a course as an instructor, to be assigned as an advisor to a student, and/or to gain access to the Student Profile.
- Banner is not the system of record for Staff /Faculty , UCPATH is.
- The name in Banner for staff and faculty will be considered the Lived Name and there will not be a legal name stored on the Alternate Identification tab.
- If the staff/faculty was a student or applicant at any time in the past, the record will be managed under the student policy which will require a legal name.
- Staff /Faculty will be able to update their name in Banner, as desired. This name can be equal to what is in UCPATH or not. UCPATH does not “talk “ to Banner so any updates in UCPATH must also be updated in Banner, if desired.
- We plan to have a self-service tool for staff/faculty use to manage their name in Banner.



Official Documents

As part of the policy, the following documents produced by the Registrar's Office will allow students the option for which name is produced at the time of the document creation.

Enrollment Verifications

- At this time, the Banner online verification process (requested through R'Web) will only produce verifications in the student's Lived Name. This is an ongoing item we are working on with Ellucian for enhancement.
- Students may submit a request through our [Enrollment Verification Request Form](#) if they would like us to create an enrollment verification with their Legal Name.
- Verifications requested by third parties are processed through the National Student Clearinghouse and will initially only support a student's Legal Name. We expect an enhancement to this process in the coming months.



Official Documents

Transcripts (Unofficial and Official)

- At the time of ordering an official transcript the student will be able to select their preference of Lived or Legal Name for each transcript that they order.
- Electronically delivered transcripts include personalized notifications to the recipient that include the student's name. These notifications use the name the student has stored in their profile with Parchment, our transcript vendor, and does not automatically change based on the name selected for the transcript.
- When producing an unofficial transcript, students will have the option of using their Lived or Legal name.

Diplomas

- Prior to a student graduating, the Registrar's Office emails students to ensure they provide an up-to-date address in Banner for the mailing of their diplomas. As part of this communication, students will be given an opportunity to select the name they want printed on their diploma.
- A student's Lived Name will be the default name printed on the diploma unless the student elects to use their Legal Name or some other variation of their name.



NAME INFORMATION

Legal Name: Bracken Dailey You may change your legal name by clicking [here](#).

Updating Lived Name

Providing a name below will update the Student Information System so that your lived name displays throughout all student campus solutions. Utilizing a lived name is optional and the University reserves the right to remove a lived name if it contains inappropriate or offensive language, or is being used for misrepresentation. If a lived name is not provided by a student, the name used throughout the student campus solutions is the legal name.

Please note:

- In some instances, the use of legal name will still be required. As such, your legal name will be maintained in the background of our Student Information System.
- If you do not want your R'Mail address and lived name to be visible in the Directory, please opt out of the Directory listing by going to the Authorization and Privacy tab. Click on Directory Information Privacy and then check the box next to Online Student Directory.
- After you have updated your lived name, and clicked submit, the system will generate an alias email address within 30 minutes which will be tied to your student account.
- You may request a new R'Card with your Lived Name. The standard replacement card fee will apply. Learn more on the Card Services [website](#).

Please visit the Office of the Registrar's [website](#) for more information about UCR's Lived Name policies.

You may change your lived name at any time. If you no longer wish to use a lived name different than your legal name, please click on the **Remove Lived Name** button at the bottom of the screen.

Lived First Name:

Bracken

Lived Middle Name:

Lived Last Name:

Dailey

Submit

Reset

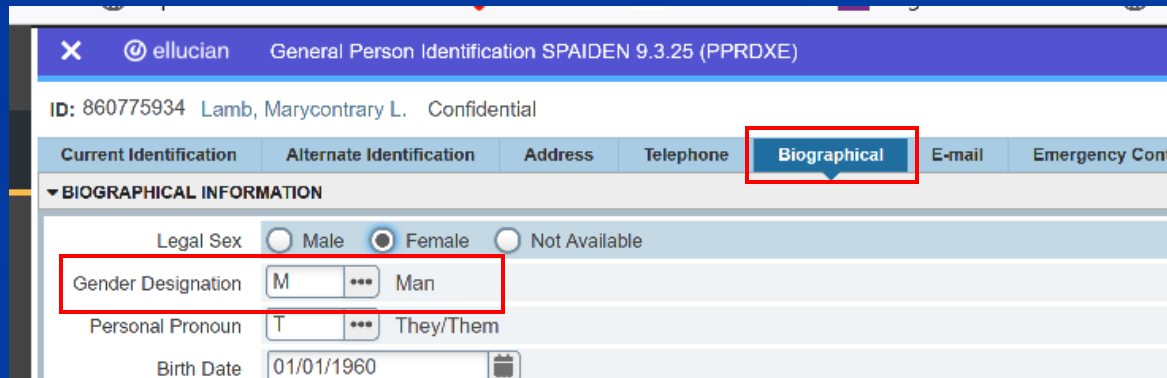
Remove Lived Name

Draft

Gender Identity

– The gender(s), if any, with which a person identifies. An individual's gender is their gender identity, which can be the same or different from their sex assigned at birth.

- UCR will no longer be collecting binary sex assigned at birth of students.
- Gender Identity will be stored on the Biographical tab on SPAIDEN. The field is labeled Gender Designation.



DI	Different Identity (please specify)
DS	Decline to State
M	Man
NB	Nonbinary Person
TM	Trans Man
TW	Trans Woman
W	Woman

- Option “Different Identity” will have a free form space for students to provide a personal gender designation. This will be stored in a table that is only accessible through a report request.

Pronouns

– A word that can function by itself as a noun phrase, and by which an individual wishes to be referred to in order to indicate their gender identity.

- Pronouns will be stored on the Biographical tab on SPAIDEN. The field is labeled Personal Pronoun.
- Systems/Departments that will receive Pronouns from Banner will be posted on the Registrar's website.
 - Some of the systems allow students to provide a pronoun unique to that system.

General Person Identification SPAIDEN 9.3.25 (PPRDXE)

ID: 860775934 Lamb, Marycontrary L. Confidential

Current Identification Alternate Identification Address Telephone **Biographical** E-mail Emergency Contact

▼ BIOGRAPHICAL INFORMATION

Legal Sex ☐ Male ☒ Female ☐ Not Available

Gender Designation M Man

Personal Pronoun T They/Them

Birth Date 01/01/1960

H	He/Him
N	Use My Name
S	She/Her
T	They/Them
Z	Ze/Zir

- Faculty will have access to student pronouns in iGrade and in Canvas.

Sexual Orientation – A descriptor for the gender(s) of people with whom a person may be interested in a sexual relationship.

- Sexual Orientation is not stored in a field within Banner that staff can view.
- If you have a business need, you may request a report via ITS to obtain the information.

A	Asexual
BI	Bisexual
G	Gay
HS	Heterosexual (Straight)
L	Lesbian
P	Pansexual
R	Queer
Q	Questioning
DS	Decline to State
OT	Not listed above (Please specify)
GL	Gay or Lesbian

SOCIAL IDENTITY (Sexual Orientation, Gender, Preferred Pronouns, Ethnicity/Race)

Below you will find the current information we have on file for you. You may update this information by making new selections in each of the sections found on this page.

We're committed to ensuring our campus is welcoming to all students. As with all other demographic questions, providing your sexual orientation, gender, pronouns, and ethnicity/race is voluntary, and not considered in making admission decisions.

Sexual Orientation

The collection of this data enables campuses to develop curricular and co-curricular offerings that reflect students' diverse perspectives, and provide targeted resources and support services (e.g. scholarships, themed housing, health services). Glossary of Terms **(needs hyperlink)**

I am:

Select from the following: ▾

Gender

Although providing gender data by students is optional, UC is sometimes required to report gender data to outside entities such as the federal government. Data is reported "in aggregate," which means no student's gender is reported individually. Glossary of Terms **(needs hyperlink)**

I am:

Woman ▾

Pronouns

Data collected of preferred pronouns allows UCR the ability to provide faculty, staff, and administration (in certain circumstances) the information necessary to address each student appropriately according to their preference, and/or identity. Pronouns will be displayed on class rosters, but to get a clear understanding of each location that will receive your personal pronouns, please visit **__(add link)___**.

My preferred pronouns are:

She/Her ▾

Ethnicity/Race

You have reported this as part of your admission application. In this form, ethnicity is defined as Hispanic/Latino or not Hispanic/Latino based on federal reporting requirements. The race field encompasses one or more races you have reported. Please visit the HOSS (Highlander One Stop Shop) to update your race or ethnicity.

My ethnicity: Decline to state

My race:

Save & Continue

Cancel

UC Path and Banner are two separate systems and do not speak to each other related to any of these data elements.

- Student employees, staff and faculty need to maintain their desired Lived Name in BOTH systems.
- Student employees can manage their social identity components (gender identity, pronoun and sexual orientation) in both systems.
- For example, a TA who has a lived name will want to update it in UCPath, but then needs to ensure they also update their lived name in R'Web self-service so Banner updates. This will ensure on their student record they are communicated with using their lived name and that students who are enrolled in their class section can view their lived name in the schedule of classes.

GUIDANCE ON BEST PRACTICES FOR USE OF LIVED NAME VS LEGAL NAME

- Stay Generic: "Your student" or "The student"
- Focus and prioritize other questions than verifying the Legal Name of the student (Course title or subject/number for a specific term, Grade for a course, where transfer work has come from, did they repeat a course? Minor or concentration)
- Take the lead from the proxy or student, using what name they mention. If you are uncertain and you are speaking with someone other than the student, use "The student" and "They".
- If engaging with multiple people at one time, do a round of introductions. This allows the student to say their name, correct or clarify.

GUIDANCE ON BEST PRACTICES FOR USE OF LIVED NAME VS LEGAL NAME

- Use Lived Name when leaving voicemails or messages for the student on their personal line. Use “UCR Student” on other voicemail or messages that are not the students.
- When in doubt of a caller’s personal pronouns, use their name or they/them pronouns as a default.
- Getting push-back from the caller about names? Say this: “I understand your concern, please know that the UC system-wide policy now allows all students to update a lived name as preference under the GRLN Policy. All legal documentation will still contain their legal name unless updated by the student. I encourage you to speak with your student and clarify what information they have granted access to via their R’Web.”
- Be patient with yourself as you navigate the new language for the GRLN Policy. This is new and we are all learning!



FRIENDLY REMINDER

- Please ensure that departments have reviewed internal processes, forms and systems for compliance!
- The Registrar's Office and ITS have worked to ensure Banner meets the policy requirements and have met with many departments who receive student data directly from ITS or systems that are supported by ITS.
- If you have questions, please let us know!

Banner Implementation begins Saturday, September 9th



Compliance

- Although it is optional for students to provide this information to the campus, it is not optional for the campus community to integrate this information into our daily business.
- Intentional use or sharing of legal name for malicious intent is considered a FERPA compliance violation and a work performance item.
- Departments who have access to legal name have access for very distinct purposes and the legal name is to only be used in those required scenarios. ALL other times, those departments should be utilizing the student's Lived Name for communication and engagement.
- Ongoing misgendering and use of inappropriate pronouns can be reported as sex-based harassment. Individuals can report incidents of human actions that are in direct conflict with this policy at [i-Sight | UC Incident Reporting Form for Harassment and Discrimination](#)
- If you or a student finds a system or process that is not in line with the policy or appears to not be functioning as expected, please report this. An ITS Servicelink ticket is being established so please look for instructions in future communications.



RESOURCES

UCR Gender Recognition and Lived Name Committee

- <https://chancellor.ucr.edu/gender-recognition-and-lived-name-committee>

Pronoun Resources

- <https://pronouns.org/>
- <https://out.ucr.edu/pronouns-matter>
- https://chancellor.ucr.edu/sites/default/files/2022-06/gender_inclusive_pronouns-june-2022.pdf

Gender Resources

- https://chancellor.ucr.edu/sites/default/files/2022-06/gender_inclusive_forms-june-2022.pdf

Banner Procedures and Example Scripts for engagement will be posted on ucrbanner.ucr.edu with other training resources.

Updated FAQs will be available on the Registrar's website, as well as procedures and information for students. The updates to our website will be available with the launch on September 9th.

