

University Records Regarding Student Identity Policy

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I. Title

University Records Regarding Student Identity

II. Policy

The University of Texas at Arlington (UTA or University) is committed to integrating the principles of belonging and engagement into every level of our institution and operations. UTA expects to be a campus at which students are treated with fairness and equity as they pursue their education.

UTA recognizes that some students may designate an affirmed name, gender identity, and gender pronouns other than their primary/legal name and assigned sex at birth. While accurate information is critical for the University to track and maintain student's university records (including student name, date of birth, and other identification markers) across federal, state, and higher education systems, UTA will ordinarily use a student's affirmed name, gender identity, and affirmed pronouns in university communications and reporting except when otherwise required by law. Students are advised that use of affirmed names, gender identity, and affirmed pronouns cannot be used for the purposes of misrepresentation.

A. Affirmed Name

The student's affirmed name will appear in the student self-service section of MyMav, Canvas, Teams, grade rosters, and the front of the UTA Student ID Card. Students may request the affirmed name on their diploma as part of the graduation application. To use a preferred name for the, commencement program, and to be called during commencement by a

preferred name, students must email gradteam@uta.edu and lgbtqa@uta.edu by the graduation application deadline.

B. Gender Identity

1. The student's gender identity will appear in the student self-service section of MyMav, class rosters, and for internal data collection and analysis.
2. Gender identity will be collected separately, and students will be given options that may include male, female, transgender female, transgender male, non-binary, genderqueer, or other, with a limited free entry field.

C. Affirmed Pronouns

1. Students are also able to provide their affirmed pronouns in the student self-service section of MyMav. The affirmed pronouns will appear in the student self-service section of MyMav, and for class rosters. Students will be provided five options for affirmed pronouns: (1) she/her/hers; (2) he/him/his; (3) they/them/theirs; (4) prefer not to answer; and (5) a free text box for students to input additional information.
2. Faculty, staff, and students are expected to use a student's affirmed name and their gender identity and affirmed pronouns.

D. Privacy

UTA recognizes that for some students, their stated identity at UTA may be ahead or behind their stated identity in other facets of their life. UTA will, to the extent possible, protect the collection of gender identity and affirmed pronoun data. Departments must take reasonable steps to maintain the privacy of the affirmed and legal names, gender identities, gender pronouns, and legal sexes of students that are maintained in University records in accordance with FERPA. Only school officials with a legitimate educational interest in knowing the pronouns, gender identity, and legal sex of a student maintained in University records should access, or be provided access to, this information. Only individuals whose work assignments reasonably require access to the pronouns, gender identity, and legal sex of any other University member maintained in University records should access, or be provided access to, this information. In addition, where a University member has indicated a specified name, departments should maintain the privacy of the University member's legal name when possible.

E. Legal Name

1. The primary/legal name may be used for University business or legal needs. This may include official transcripts, financial aid records, billing/payment records, housing/dorm contracts, employee records, military and veteran's services, and passport names for international students. This also includes reporting to federal and state agencies.
2. Students who are also employees at the University are advised that the official employee record will still show the primary/legal name and the assigned sex marker. To request updates to their student employee email, students should contact lgbtqa@uta.edu.
3. Students who have obtained a primary/legal name change may request to have their University records updated to reflect their new name with legal documentation as proof of the name change. The process and required forms may be found on the Office of the Registrar website. Applicable links are included in [Section V](#) of this Policy.

III. Definitions

Affirmed Name: Students may designate an affirmed name, other than their primary/legal first name, by which the students wish to be identified. This is normally a first name other than their legal first name. UTA reserves the right to refuse an affirmed name if it is used inappropriately or with an intention for misrepresentation. Mixed capitalization, symbols, additional punctuation, diacritics, identifying a person by a single name, added suffixes, and other similar requests will generally not be approved by the University.

Affirmed Pronouns: Affirmed pronouns are the set of pronouns that an individual uses to reflect that person's gender identity.

Gender Markers: Sex at birth is the sex assigned by a doctor at the time of the person's birth. Legal sex is the sex that a person is declared to be according to government records. Gender Identity is one's internal experience of their gender. Many individuals identify their gender primarily with their sex as assigned at birth, which is referred to as cisgender. Other individuals will identify with a sex/gender other than what was assigned to them at birth, which is referred to as transgender. Gender identity can be used as gender markers in place of sex markers.

Primary/Legal Name: The primary/legal name is the first, middle, and last name of an individual that is recorded on their birth certificate, driver's license, passport, or other legal documents.

IV. Relevant Federal and State Statutes

N/A

V. Relevant UT System Policies, Procedures and Forms

UTA Policy [EI-PO-04](#) *Non-Discrimination Policy*

[Office of the Registrar Student Record Changes and Gender Changes](#)

[Student Record Changes Form](#)

VI. Who Should Know

All UTA students, and staff involved in student records.

VII. UTA Office(s) Responsible for Policy

Responsible Officer: Vice President for Student Affairs

Sponsoring Department: Student Affairs

VIII. Dates Approved or Amended

January 26, 2023

IX. Contact Information

All questions regarding this policy should be directed to: Vice President for Student Affairs

Send notifications of errors or changes to: policysite@uta.edu