

**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



**Review/Revision Date:**

**Original Effective Date:**

<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	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 cityP including students and staff the opportunity to identify their Chosen First Name, pronouns, and identity in the University community affirms that we recognize sexual orientation, gender identity, and gender expression as aspects of diversity, equity, and inclusion. In addition to validating and affirming personal identification allows us to better understand our campus population.

(B) Scope

This policy applies to all faculty, staff, students, student organizations, and third parties (including 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 use in their day-to-day life.
- (2) Legal First Name: A person's legal first name is the official name listed on their government issued identity documents.
- (3) University Community: Includes the University, any person who is a faculty member, student organizations, or third party.
- (4) University Systems: Includes, but is not limited to learning management systems, 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. An individual's Chosen First Name must be used by all UToledo students, staff, and faculty in all communications. In instances where legal name is required within University Systems,

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