



RU Policy No. 0.19

Responsible Division: Academic Affairs

Originally Issued: 09/2021

Last Revised: xx/2021

Revised Effective Date: xx/2021

Policy and Procedure regarding Name and Gender Change on Campus Records

Policy Statement

As an extension of its commitment to inclusiveness and social justice, Roosevelt University will honor a student’s request to select a preferred name and/or gender other than their legal name or gender.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

This Policy governs conduct on all of the University’s properties, including but not limited to the Auditorium Theatre of Roosevelt University (“ATRU”). Unless otherwise stated, the term “Employee” as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers. The term “Student” shall refer to all current students of the University.

Policy

No Student shall be discriminated against, harassed, bullied, or retaliated against for asserting rights protected by this Policy. Once a Student has changed their name or gender in accordance with this Policy, they shall have the right to be referred to by that name and not by their previous name, and will be referred to by the pronouns of their choice, where legally possible and where the change is known to faculty or staff.

A Student who violates this Policy will be deemed to have violated the Student Code of Conduct and will be subject to disciplinary action, up to and including expulsion. An Employee who engages in conduct that violates this Policy shall be subject to disciplinary action, up to and including termination.

Legal Name/Gender Change: A Student whose name has been legally changed may have their name changed on all University records, including on official transcripts, diploma(s), financial aid documents, payroll accounts, and other instances where a legal name is required by law or University Policy. At the same time, the University will change the gender field, as requested, with the same level of documentation and confirmation as a legal name change.

Preferred Name/Gender Change: A Student whose name has not been legally changed but who wishes to be called by a preferred name may request such a change at any time. In this instance, the Student's legal name will be used on official transcripts, diploma(s), financial aid documents, payroll accounts, and other instances where a legal name is required by law or University Policy; however, the Student may have their preferred name appear on their Student ID by requesting a new ID be printed, Student email addresses, class rosters, and other systems will automatically be updated to show the preferred name field. [A detailed list of these systems can be found here.](#)

Similarly, a student whose gender has not been legally changed but wishes to be referred to by their pronouns of choice, may request such a change at any time. The student's gender associated with their enrollment record will be used in all spaces required by law or University policy; however, their chosen gender will appear in all systems that allow the preferred gender field. [A detailed list of these systems can be found here.](#)

Where neither a formal or preferred name or gender change has been requested by a student, University staff will nonetheless call a student by their chosen name and pronouns, if requested by the student.

Policy Guidelines

- Roosevelt welcomes and embraces the creativity and individualism of our community. However, we do reserve the right to reject inappropriate requests such as offensive or derogatory language. As well, name changes may not be used to avoid legal obligations or for illegal purposes. The purpose of the chosen name policy is to foster a campus environment that both encourages self-expression and affirms identity; we expect to approve all name changes that do not contravene this purpose.
- Preferred names must be comprised of letters only; no numbers or symbols (except for a hyphen) may be used.

- Students are limited to adding/updating a preferred name or gender four times during their time at Roosevelt University, but no more than one time per semester.
- Students are encouraged to add/update their preferred name before a term begins to ensure adequate time for processing
- Students who wish to change their legal name may do so by completing the following form: [Legal Name Change](#)
- Students who wish to change their preferred name or gender, may do so by completing the following steps in RU Access.
 1. Log in to RU Access [Roosevelt University \(quicklaunchsso.com\)](https://quicklaunchsso.com)
 2. Navigate to the Personal Information Tab
 3. Select Personal Dashboard
 4. In the Personal Details screen select, “Edit Button”
 5. Enter preferred name, gender, pronouns

Entities Affected by this Policy

All Divisions of the University.

Related Documents

All University Policies, including: RU Policy No. 2.1 (Policy Prohibiting Discrimination, Harassment, Bullying, and Retaliation).

Revision and Implementation

The Provost & Executive Vice President for Academic Affairs shall have the authority to revise this Policy, subject to the approval of the President’s Executive Council (if required).

All Vice Presidents (and their designees) shall have the authority to establish any procedures necessary to implement this Policy.