

GENDER IDENTITY, SEXUAL ORIENTATION, PREFERRED NAME, AND PREFERRED PRONOUN

**Original charge:** Assess the possibilities, opportunities, and challenges to allowing students to self-select preferred gender.

**Expanded charge:** Assess the possibilities, opportunities, and challenges to allowing students to self-select (optional questions) gender identity, sexual orientation, and preferred pronoun usage. In addition, identify use of preferred first name on internal Cornell documents.

RECOMMENDATION 1: PROVIDE STUDENTS WITH THE OPPORTUNITY TO SELF-REPORT GENDER IDENTITY, SEXUAL ORIENTATION, AND GENDER INCLUSIVE PREFERRED PRONOUNS.

Based on a review of best practices of other institutions, laws, and input from Student Assembly, Graduate Professional Student Assembly, Employee Assembly, University Assembly, Human Resources, and a variety of constituents on campus, the **workgroup proposes the following self-selection options be added to Student Essentials and Student Center.**

Gender identity*	Sexual orientation*	Gender inclusive pronouns**
<ul style="list-style-type: none"> <li>• agender</li> <li>• androgyne</li> <li>• demigender</li> <li>• genderqueer or gender fluid</li> <li>• man</li> <li>• questioning or unsure</li> <li>• trans man</li> <li>• trans woman</li> <li>• woman</li> <li>• Other gender identity (specify)</li> <li>• prefer not to disclose</li> </ul>	<ul style="list-style-type: none"> <li>• asexual</li> <li>• bisexual</li> <li>• gay</li> <li>• straight (heterosexual)</li> <li>• lesbian</li> <li>• pansexual</li> <li>• queer</li> <li>• questioning or unsure</li> <li>• same-gender loving</li> <li>• Other sexual orientation (please specify)</li> <li>• prefer not to disclose</li> </ul>	<ul style="list-style-type: none"> <li>• he, him, his, himself</li> <li>• she, her, hers, herself</li> <li>• sie, hir, hirs, hirself</li> <li>• zie, zir, zirs, zirsself</li> <li>• they, them, theirs</li> <li>• prefer name only</li> <li>• none listed</li> </ul>

\*Options based on best practices suggested by Consortium of Higher Education LGBT Resource Professionals

\*\* See <http://dos.cornell.edu/lgbt-resource-center/trans-inclusion-cornell/gender-inclusive-pronouns>

The workgroup also recommends that the gender inclusive name prefix, **Mx**, be added to the current self-selection options (Ms, Mr, Mrs, and Dr) in Student Essentials

RECOMMENDATION 2: USE STUDENTS' PREFERRED FIRST NAME AND MIDDLE NAME ON INTERNAL DOCUMENTS, IN COMMUNICATIONS, AND WHERE APPROPRIATE AND FEASIBLE, IN INFORMATION SYSTEMS.

Preferred first and middle names appear in PeopleSoft on Student Services Center, Faculty Center, and Advisor Center and on various other pages; on class lists and grade rosters; and have recently been added to the Cornell

directory and to Outlook. **The use of preferred first and middle name should be expanded to other systems such as BlackBoard, StarRez, Library, and CMail. In addition, preferred first name and middle initial should appear on university ID cards.**

Primary first, middle, and last names will be used for external documents, systems and reports including transcripts and diplomas; federal, state, and compliance reporting; and enrollment and degree certifications.

NetID's will continue to be composed of students' primary first, middle, and last name initials.

A periodic audit of preferred first and middle names will be conducted by the Office of the University Registrar to identify and correct the use of inappropriate or offensive names.

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**RECOMMENDATION 3: ADD PREFERRED PRONOUNS TO STUDENT SERVICES CENTER, FACULTY CENTER, ADVISOR CENTER, BLACKBOARD, AND WHERE APPROPRIATE AND FEASIBLE, OTHER INFORMATION SYSTEMS, AND DISPLAY ON CLASS LISTS AND VARIOUS FORMS.**

Currently, students do not have the ability to list or add a preferred pronoun in Student Essentials or Student Center. **We recommend that students have the ability to self-select preferred pronoun usage on Student Essentials and Student Center. Preferred pronouns should be displayed in other systems including, but not limited to, Student Services Center, Faculty Center, Advisor Center, and BlackBoard, as well on class lists.** This addition will assist our faculty and staff in providing more inclusive conversations with respect to one's preferred and self-selected gender identification.

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**RECOMMENDATION 4: RESTRICT ACCESS TO PRIMARY NAME AND LEGAL SEX TO UNIVERSITY "GATEKEEPERS."**

Primary first, middle, and last names, and legal sex must continue to be stored in PeopleSoft, data marts, and other information systems although **access to the information must be limited to staff who have the legitimate business need for the information.** The workgroup identified the following offices as having a legitimate business need for access to primary name and legal sex: University Health Services/Gannett (including Student Insurance), CUPD, Office of the University Registrar and college student service/registrar offices, Financial Aid and Student Employment, Institutional Research and Planning, Athletics, Cornell Abroad, International Students and Scholars Office, Residential and Event Services, and University admissions offices. A detailed assessment should be conducted to identify other offices that need access. In each of these offices, **a limited number staff who can serve as "gatekeepers" should be identified.**

The Office of the University Registrar will be the data steward of primary first, middle, and last names, and legal sex. Updates and corrections to primary first, middle, and last names will continue to require legal documentation such as a US passport, birth certificate, or other court-issued document. For transgender students, the Office of the University Registrar will update a student's legal sex with a letter of support from a doctor, social worker, University Health Services, or the Director of the LGBT Resource Center.

Primary first and middle names and legal sex are displayed in PeopleSoft on the Student Service Center, Faculty Center, and Advisor Center pages, and in other information systems and data marts, and are requested on numerous forms and documents. **In all these systems and on forms, primary first and middle names, and legal sex should be replaced by preferred first and middle names, and gender identity except where access by "gatekeepers" is necessary.**

## IMPLEMENTATION CONSIDERATIONS

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### IDENTIFY IMMEDIATE AND SHORT-TERM OPPORTUNITIES

Use preferred first name on ID cards. Changes to PeopleSoft and the ID card system are currently being implemented. The goal is to have the changes in place by the end of June 2016.

Introduce gender identity and/or sexual orientation self-reporting options to campus and encourage their use in surveys. While data will not be stored in PeopleSoft initially, the addition of options to institutional surveys, for example the PULSE or freshman surveys, will begin to develop a culture of inclusion and will allow for detailed analysis.

### IDENTIFY INFORMATION SYSTEMS THAT NEED TO BE MODIFIED OR ENHANCED

Significant modifications to information systems will need to occur prior to the implementation of many of the workgroup's recommendations. As the official data of record and the source of student data for many other systems, PeopleSoft must be modified. Numerous other systems and data marts, and reports and data feeds must be thoroughly analyzed and potentially changed. Listed below are some of the considerations for PeopleSoft:

- Change interface to Student Essentials and Student Center
- Identify pages in PeopleSoft where gender identity, sexual orientation, and gender inclusive pronouns must and must not appear
- Identify pages in PeopleSoft where preferred name must and must not appear
- Identify pages in PeopleSoft where fields need to be added, deleted, or changed
- Determine access needs
- Identify PeopleSoft enhancements and interfaces impacted by changes
- Identify and modify other systems that use PeopleSoft data, such as student data mart, StarRez, Maxient, Gannett's PointNClick
- Identify and modify internal and external reporting

Some recommendations, such as the addition of preferred first and middle name to the university ID card and reports and data feeds, will be easier to implement and can be done in a relatively short timeframe. Others will require in-depth analysis, collaboration between university offices, and likely a significant human and financial resource investment. The workgroup recommends that the University engage the CIT's Planning and Program Management Office to conduct an analysis of information system and data impacts, provide an estimate on cost to implement changes, identify resource requirements, propose a timeline and project plan, and submit a budget to the university administration for approval and allocation.

### DEVELOP COMMUNICATION PLANS

Communications plans should be developed in stages that correspond with the rollout of the recommended system changes. Initial communications should announce the new features; educate the community on the importance of changes and expectations for use; and provide access to more information, assistance, and resources. Existing forums and communications should be leveraged such as new student orientation programming, beginning of semester communications to students and faculty, and student service staff meetings.

Key audiences for each stage of communications include:

- Incoming and current students
- Faculty, TAs, and academic advisors
- Student services staff, e.g. college registrars, residential staff, college student services providers
- IT student data systems owners
- Communications professionals and HR ambassadors
- Others as identified

All communications should include additional messaging:

- References, likely web-based, for more in-depth information
- Where to go with questions, both general and specific to this audience
- Reinforce Cornell's commitment to inclusion of people of all genders and sexual orientations and that Cornell's non-discrimination policy includes the protection of "sex, sexual orientation, gender identity and expression"

Communications Rollout 1: Cornell is expanding use of preferred name

- Key messages include: how to self-report preferred name, where preferred name will and will not be used, new ID card replacement policy, changing primary name will still require legal action
- Possible vehicles: web-based FAQ document, targeted emails with audience-specific cover letters and spokespersons, various websites including LGBT Resource Center, OUR, and the NewStudents website

Communications Rollout 2: Cornell is introducing the ability to optionally self-report preferred gender identity, sexual orientation, and gender inclusive pronouns

- Key messages: overview and access to definitions for new self-reporting options, where new options will and will not be used, who will have access to the data, how students can self-report, how Cornell will protect privacy, address additional concerns specific to target audienc,; identify expectations for students, faculty, and staff
- Possible vehicles: expanded FAQ document, "how-to" documentation linked to Student Essentials, face-to-face meetings with key constituents, and all other vehicles employed in number 1

## ADMISSIONS APPLICATIONS

The group had high-level discussions about the addition of gender identity and sexual orientation questions to the university's admissions applications. It became clear that the group did not have enough expertise to address or make recommendations about admissions applications. We recommend that another workgroup, composed of representatives from Undergraduate, Graduate, Vet, Law, and Johnson admissions offices; Institutional Research and Planning; and the various assemblies be charged to address the recommendations of the Student Assembly Resolution #14 "Collecting LGBTQ+ Demographic Data". Expanding the application options for legal sex to include male, female, and intersex should also be considered.

## GENDER IDENTITY AND SEXUAL ORIENTATION WORKGROUP MEMBERSHIP

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