



Name and Gender Identifier Change Policy and Procedures

Category: General;

Jurisdiction: Vice-President, Administration & Finance; General Counsel and University Secretary;

Approval Authority: Executive Team;

Established on: October 27, 2020;

Amendments: November 30, 2020 (editorial); January 8, 2021.

Policy

Lakehead University is committed to institutionalizing equitable and inclusive principles and practices to realize a university where diversity thrives. International and national human rights instruments promote the principles of autonomy and self-determination, including the right of every person to define their own name and Gender Identity. Lakehead University affirms that the ability to self-define one's own name and Gender Identity is one of the core aspects of self-determination, dignity and freedom. These reasons are often rooted in deeply and sincerely held beliefs surrounding a person's experience of gender, and sexuality as well as creed and culture. The *Name and Gender Identifier Change Policy and Procedures* (the "Policy") provides students, alumni, employees and other members of the University community with the ability to change their name and/or Gender Identifier on University records, based on the name and Gender Identifier they choose, rather than their birth-assigned name or gender. This Policy facilitates a process that is neither intrusive nor medically-based.

Procedures

1. Interpretation

“Chosen Name” means the name by which a University Member chooses to be identified by the University. Any University member may, without changing their legal name, change their chosen name.

“Form” means the Request for Name or Gender Identifier Change Form.

“Gender Identity” means each person’s internal and individual experience of gender. It is their sense of identity anywhere along the gender spectrum. A person’s gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person’s sexual orientation. We recognize that there are many diverse genders that students, alumni and employees may identify with and these provide important meaning in their lives.

“Gender Identifier” means how a person is identified in official documents (such as government documents). Some external bodies or third parties that require Gender Identifiers may use prescriptive designations, such as male, female or other. Lakehead University collects Gender Identifiers for limited purposes, such as reporting requirements for tax, insurance, employment and pay equity purposes and some voluntary self-identification student and employee surveys.

“Legal Name” means, for a Canadian citizen, the name under which an individual is registered in their province of birth, and for non-Canadian citizens, the name under which they are registered in Canada and which is found on their immigration documents or passport.

“University” means Lakehead University.

“University Member” means a student, alumnus/alumna, employee, volunteer, donor or other member of the University community.

“Valid Government-Issued Photo Identification” means common photo legal identification documents such as a passport, Canadian driver’s license, provincial photo card, Nexus card (belonging to a Canadian Citizen), certificate of Indian status, Canadian permanent resident card or the Canadian Armed Forces identification card.

2. Change of Chosen Name, Legal Name or Gender Identifier

(1) A University Member may change their name or Gender Identifier on records held by the University by,

- (a) requesting a change of Chosen Name;
 - (b) requesting a change of Legal Name, and/or
 - (c) requesting a change of Gender Identifier
- as set out in this Policy.

Effect of Change

(2) A request from a University Member for a change of their Chosen Name will change their Chosen Name on the following University records in which such University Member’s Chosen Name appears:

- (a) class rosters;
- (b) online course platforms;
- (c) email address;
- (d) student identification card;
- (e) graduation parchment;
- (f) Lakehead University Directory;
- (g) Lakehead University myinfo system;
- (h) employee identification card; and
- (i) any other relevant records as reasonably practicable.

(3) Due to requirements from external bodies that certain University records contain Legal Names or Gender Identifiers, a request for a change of Chosen Name will not result in a change of Legal Name or Gender Identifier on the following documents held by the University,

- (a) University-issued income tax statements for the Canada Revenue Agency;
- (b) University-issued letters to professional accreditation bodies;
- (c) official transcript;
- (d) health and insurance benefits-related records;
- (e) records related to employee and pay equity reporting requirements;
- (f) other confidential records held by the University; and
- (g) any other records that include the Legal Name and/or Gender Identifier.

(4) A request for a change of Legal Name or Gender Identifier will change the Legal Name, or Gender Identifier of a University Member on the following records held by the University,

- (a) all of the records set out in subsection (2) (a) to (i); and
- (b) all records set out in subsection (3) (a) to (e); and
- (c) records set out in subsection (3) (f) to (g) if reasonably practicable.

Applying for Change

(5) A University Member who wishes to change their Chosen Name, Legal Name or Gender Identifier may do so by completing and submitting the Form (found under “My Profile” in a University Member’s “My Info” page) along with the additional Documentation as set out in paragraph (6) below that validates that the University Member making the request is the same as the University Member named, as follows:

- (a) students should email the Form to Enrolment Services – Student Central;
- (b) alumni and donors should email the Form to External Relations;
- (c) employees should email the Form to Human Resources; and
- (d) volunteers and other members of the University community should email the Form to their direct supervisor or appropriate authority.

(6) The additional documentation referred to in paragraph (5) above consists of:

- (a) one (1) piece of Valid Government-Issued Photo Identification that matches the Legal Name or Gender Identifier of the University Member on the records held by the University;
- (b) in the case of an application to change a Legal Name, Valid Government-Issued Photo Identification to support the Legal Name change; and
- (c) in the case of an application to change a Gender Identifier, one (1) piece of Valid

Government-Issued Photo Identification to support the Gender Identifier change.

The University may require a certified true copy of any of this additional documentation.

Confirmation

(7) Upon receipt of the Form along with all required supporting documentation the University shall provide the University Member who submitted such Form with a confirmation email sent to their email address held by the University setting out,

- (a) the Legal Name of the University Member that will appear on the applicable records and, in the case of a Legal Name change, the original Legal Name of the University Member;
- (b) if applicable the Chosen Name of the University Member that will appear on the applicable records;
- (c) the Gender Identifier of the University Member that will appear on the applicable records and, in the case of a Gender Identifier change, the original Gender Identifier of the University Member; and
- (d) the effective date on which the records will be changed.

This confirmation shall be sent by Enrolment Services in the case of a student, External Relations in the case of an alumnus/alumna or donor, Human Resources in the case of an employee, and by the direct supervisor or appropriate authority in the case of a volunteer or other member of the University community. In the event a University Member who holds more than one status, the relevant offices shall coordinate to ensure that confirmation is sent in accordance with this Policy.

Review Period: 5 years;

Next Review Period: 2025-2026;

Related Policies and Procedures: Accessing Excellence Together – Lakehead University’s Equity, Diversity, and Inclusion Action Plan (2019 – 2024);

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca