

<b>POLICIES, RULES, AND PROCEDURES</b>  BLOOMSBURG UNIVERSITY BLOOMSBURG, PENNSYLVANIA	PAGE: 1 of 4	NUMBER: PRP # 4902
	TITLE: Affirmed Gender Marker Policy	

ISSUED BY: Thomas Fletcher, Vice President of Student Success and Enrollment Services	EFFECTIVE DATE: 10/21/20
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Policy: **PRP 4902**

Effective Date: (10/21/20)

**Policy:**

In accordance with Bloomsburg University's mission of being an inclusive comprehensive public university that prepares students for personal and professional success in an increasingly complex global environment, the University is issuing an affirmed gender marker policy. Students should be free to change their gender marker on all prior, present, and future records at their discretion. In general, a student's gender marker is collected for statistical purposes. No documentation is required to change gender in the MY HUSKY system. Therefore, the University has established this policy and these procedures to allow students to indicate their affirmed gender marker to the University community even if they have not changed their gender legally. These may include, but are not limited to, individuals who prefer to use female, male, or non-binary signifiers.

As a cautionary note, however, gender marker changes may create data mismatches if students have applied for federal financial aid using a different gender marker. Therefore, BU students who change their gender in MY HUSKY should be advised to contact BU's Financial Aid Office to inform them of the change. Further, students requesting a gender marker change may wish to contact the Social Security Administration to prevent any problems with data mismatches between that agency's records and the information on file with the United States Department of Education, which administers federal financial aid programs. While BU does not require documentation of gender identity, there may be documentation requirements at these agencies.

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**Definitions:**

Student: Any admitted full or part time individual with undergraduate, graduate, non-degree or alumni status. Student status will continue as long as the student has a continuing relationship with Bloomsburg University.

Gender Marker: A designated data point in the University systems and communications as the affirmed gender.

**Policy/Procedure:**

As long as the use of an affirmed gender marker is not for the purpose of misrepresentation, the university acknowledges that an affirmed gender marker may only be used in the course of university business and education. Therefore, the university will permit a student to change their gender marker within the university's information systems with the selected designation of female, male, or non-binary.

Requesting the affirmed gender marker: Students are free to provide their affirmed gender marker by which they will be known within the University's information systems by completing and submitting the Bloomsburg University Affirmed Gender Marker Form to the University's Office of the Dean of Students. Forms can be found at either the Office of the Dean of Students or University Disability Services or online at: <http://intranet.bloomu.edu/deanofstudents> and <http://intranet.bloomu.edu/disabilities>.

A student must return a completed Affirmed Gender Marker Request Form to the Office of the Dean of Students, 101 Kehr Student Union.

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Where the affirmed gender marker will appear:

- Class and Grade Rosters (for students taking courses)
- My Husky
- Press Releases
- Social Media Sites
- Other instances where a legal gender is not required

\*A one-time waiver of the fee to update the Student Identification Card with the affirmed gender marker will be provided. Subsequent changes will result in the University's standard replacement/loss ID fee as set by the University's Card Center

Where an affirmed gender marker will not appear:

- Legal Documents and Reports Produced by the University
- Student Financial Records
- Financial Aid and Scholarship Documents
- Medical Records
- Transcripts
- Enrollment Verifications
- Degree Verifications
- Student Employment Documents
- Employment Verifications
- Employment Documents
- Paychecks, W2s, and other Payroll documents
- Benefits Enrollment
- Third Party Database Systems

**Restrictions/Limitations:** The ability to use an affirmed gender marker is a limited accommodation of a preference. Affirmed gender marker requests will be denied or revoked when the gender is deemed inappropriate including, but not limited to, avoiding a legal obligation, fraud, misrepresentation, or misuse of this policy. Students will be subject to disciplinary action in accordance with University policy and the Student Code of Conduct for misuse of this policy through the Dean of Students Office.

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Appeals: Students who feel their affirmed gender marker change was denied unjustly due to discrimination may file an appeal with the Department of Equity and Accommodations, Waller Administration Building 103, 570-389-4553, or file a complaint online at <https://www.bloomu.edu/deanofstudents-complaints-form>.

**Gender Change Resources:**

If you are interested in legally changing your gender, below are a few resources to get you started and to assist in the process:

<https://faq.ssa.gov/en-us/Topic/article/KA-01453>

<https://www.dmv.pa.gov/Driver-Services/Driver-Licensing/Pages/Gender-Neutral-Designation.aspx>

<https://www.lambdalegal.org/know-your-rights/article/trans-changing-birth-certificate-sex-designations>

<http://www.transequality.org/documents>

**Bloomsburg University Non-Discrimination Statement**

Bloomsburg University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulation, contact: Title IX Coordinator, Bloomsburg University of Pennsylvania, Warren Student Services Center, 400 East Second Street, Bloomsburg, PA 17815; Phone: 570-389-4529; Email: [titleixcoord@bloomu.edu](mailto:titleixcoord@bloomu.edu).

Additionally, inquiries concerning Title IX and its implementing regulation can be made to the U.S. Department of Education, Office of Civil Rights, Region III, The Wanamaker Building, 100 Penn Square East - Suite 505, Philadelphia, PA 19107; Phone: 215-656-6010; Fax: 215-656-6020. The University encourages applications from historically under-represented individuals, women, veterans, and persons with disabilities and is an AA/EEO Employer.