



## ACADEMIC COUNCIL REPORT

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**SESSION:**

Public   
Non-Public

**ACTION REQUESTED:**

Decision   
Consultation   
Information

**TO:** Academic Council

**DATE:** February 26, 2019

**FROM:** Joe Stokes, Registrar

**SUBJECT:** Gender Change Policy - Student – Face to Face consultation

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**ACADEMIC COUNCIL MANDATE:**

- Under the Policy Framework, Policy Owners must consult with Academic Council before presenting draft policy instruments/amendments to the approval authority for approval.
- We are seeking Academic Council’s feedback on the draft document before it is presented to the Board for approval.

**PURPOSE OF POLICY INSTRUMENT:**

- The Purpose of this policy is to provide guidelines for students who wish to change their gender identity on their official student record.

**SUMMARY/RATIONALE OF KEY AMENDMENTS (if applicable):**

- N/A

**CONSULTATION:**

- President’s Equity Task Force
- University Student Union
- Policy Advisory Committee
- Administrative Leadership Team
- Office of Student Life
- School of Graduate and Postdoctoral Studies
- Office of the Registrar
- University Secretariat

**List of Consultation Dates:**

- September 2018 – January 2019

**Comments received and response:**

- Initially this policy was presented to the President's Equity Task Force (PET), and it was suggested that the gender change procedures be recommendations for students who wish to change their gender identity. However, after consultation with the Policy Advisory Committee and the secretariat, it was decided that the university should not be recommending what a student can do with respect to their gender identity. The subsequent edits removed the language around recommendation, and moved to a procedure that follows the legal gender change process within the province of Ontario. This change was communicated back to PET and endorsed before coming to Academic Council.

**COMPLIANCE WITH POLICY/LEGISLATION:**

- This policy is in line with requirements of the Province of Ontario for changing sex designation on official documents, and provides a pathway for students to change their gender designation on all official University documents, including transcripts and OSAP.

**NEXT STEPS:**

- Deliberation to take place at April 15, 2019 Audit and Finance Committee meeting.
- Approval to take place at April 24, 2019 Board of Governors meeting.

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**SUPPORTING REFERENCE MATERIALS:**

- Change Of Gender Policy (Student)

Classification Number	
Framework Category	
Approving Authority	
Policy Owner	
Approval Date	
Review Date	DRAFT FOR REVIEW
Supersedes	

## CHANGE OF GENDER POLICY (STUDENT)

### PURPOSE

1. The purpose of this Policy is to set out the requirements for Students who wish to change their Gender Designation on the official Student Record.

### DEFINITIONS

2. For the purposes of this Policy the following definitions apply:

**“Gender Identity”** means the personal sense of one’s own gender.

**“Student”** means any individual registered as a student, in accordance with the academic regulations of the University.

**“Student Record”** means the official student record as recorded in the student information system.

**“Gender Designation”** means the demographic data within the Student Record relating to gender. Within the University’s student information system, gender may be recorded as F (female), M (male) or X (unspecified).

### SCOPE AND AUTHORITY

3. This Policy applies to all Students enrolled, or who have been enrolled at the university.
4. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of this Policy.

### POLICY

The University recognizes the need to support Students in changing their Student Record to conform to their Gender Identity. Changing Gender Designation at the University without a corresponding change in provincial records could result in negative impacts for a Student. Students wishing to change their Gender Designation may do so in one of two ways.

#### 5. **Changing Gender Designation with a legal change of gender**

- 5.1. The University collects Gender Designation to fulfil statistical reporting requirements, and for document matching purposes. A legal Gender Designation change will ensure that a Student will not experience challenges in receiving

financial aid, that the student's transcript will reflect their Gender Identity and that the University's Student Record will match provincial educational records.

- 5.2.** Students who have legally changed their gender with the province or other authority where their birth is registered may request to change their Gender Designation on their official Student Record through the office of the Registrar.
  - 5.3.** Upon completion of a Gender Designation change on the official Student Record, all records will be updated to reflect this change, and a notice will be sent to applicable staff on a need-to-know basis to ensure recognition of the change.
- 6. Limited Gender Designation change without a legal change of gender**
- 6.1.** Students who have not obtained a legal gender change may request a change to their preferred name and Gender Designation on their Student Record on an individual case basis. A limited Gender Designation change will not affect the student's official transcript, degree parchment or any submissions or statistical reporting to the government, and may impact payments through OSAP. A notice will be sent to applicable staff on a need-to-know basis to ensure recognition of the change.
- 7. Confidentiality**
- 7.1.** The University recognizes the sensitivity of requests related to Gender Identity under this Policy. The office of the Registrar will set out a procedure for making requests and designate a single point of contact to manage and fulfil requests under this policy to ensure confidentiality.

## **MONITORING AND REVIEW**

- 8.** This Policy will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review this Policy.

## **RELEVANT LEGISLATION**

- 9.** This section intentionally left blank

## **RELATED POLICIES, PROCEDURES & DOCUMENTS**

- 10.** This section intentionally left blank