

F: Registrar, Office of

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# UNIVERSITY OF MARYLAND

OFFICE OF THE REGISTRAR

OFFICE OF THE SENIOR VP FOR ACADEMIC AFFAIRS

AUG 05 2010

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August 4, 2010

## MEMORANDUM

**TO:** Dr. Nariman Farvardin, Senior Vice President for Academic Affairs and Provost

**FROM:** Luke Jensen, Director, Office of Lesbian, Gay, Bisexual and Transgender Equity  
Chuck Wilson, Assistant Vice President for Extended Studies and Interim University Registrar

*Handwritten signatures: Luke Jensen and Chuck Wilson*

**SUBJECT:** Preferred Name Pilot Program

We are writing to ask that you approve a pilot program for the fall 2010 semester to allow all graduate and undergraduate students to substitute a "preferred name" for their legal name on student identification cards, class lists, and in student directories. While many members of the campus community may prefer to use a name other than their legal name to identify themselves in the classroom or workplace, the impetus for this pilot program is to assist our transgender students.<sup>1</sup> We suggest a pilot program for all students in order to evaluate the feasibility and scope of adopting a University-wide preferred name policy.

The pilot program would require a student to make a written request to the Registrar to use a preferred name. The Registrar will grant a student's request to use a preferred name, except if circumstances indicate that the request is for the purpose of misrepresentation, or to otherwise avoid a legal obligation. Following approval, the Registrar will substitute the preferred name for the legal name on the student's identification card, class lists, and in student directories (associated costs, if any, would be paid by the student). A student's preferred name will be linked to the student's legal name which will continue to be shown on the student's transcript, financial aid records, and other records where use of the legal name is required by law or University policy.

We expect that most requests during the fall 2010 semester will be referrals from Luke. While the campus will not advertise this option during the pilot program period, if faculty or staff ask to use a preferred name, they will be referred to University Human Resources for processing.

cc: Dr. Ann G. Wylie  
William McLean  
Dale Anderson  
Susan Bayly

*Handwritten notes: Approved AF 8/5/10*

<sup>1</sup> Attached is an article that describes the benefits of preferred names to transgender students at the University of Vermont. Also attached is the University of Michigan's Preferred Names Policy. The University of Massachusetts and Illinois State University also have preferred name policies. Susan Bayly has advised us that a preferred name policy is legally permissible, but must apply to faculty, staff, and students.