Three Carleton Offices – *Use of Name and Sex/Gender Information*

Off-Campus Studies, Residential Life, and Student Health and Counseling

Currently, the College name options are:

- Legal first name – First Name field in Colleague
- “Carleton first name”:
  - if Colleague nickname, top priority
  - if Colleague preferred first name (PFN), second priority (diacritical marks)
  - if no nickname or preferred first name (PFN), then legal first name

- Legal last name – Last Name field in Colleague
- “Carleton last name”:
  - if Colleague preferred last name (PLN) on FNM screen, top priority
  - (diacritical marks, name for professional use)
  - if no preferred last name (PLN), then legal last name

Currently, the College Sex/Gender option is:

- Legal sex – Sex field in Colleague

**Off-Campus Studies:** (Leslie Vanderwood)

Students in transition who are applying for off-campus programs talk with the faculty program director and/or an OCS staff member. Students attending a program are housed according to their responses in the housing questionnaire, in which their self-identified gender at the time of the program may be indicated.

The Off-Campus Studies office sends blind-copied group emails to parents; individual student names and pronouns are not used in the emails. OCS staff sometimes receive calls from parents while a student is on a program.

Leslie keeps confidential notes on students whose name and/or self-identified gender may or may not match the information in Colleague.

**Systems and Reports:**

Off-Campus Studies uses “Terra Dotta Software”, updated by a data feed from Colleague. The data from Colleague includes Carleton first name, legal first name, Carleton last name, legal last name, and other applicant parameters, such as date of birth, cohort, class year, legal sex, etc. Leslie also uses data directly from Colleague.

For OCS annual statistic reports with counts of male and female students, she currently groups students by their legal sex.
**Residential Life** (Vicky Deering)

For new students, the Roommate Preference questionnaire includes this question – “Is there any other information you feel Residential Life should know about your housing preferences? (for example: single gendered floor, gender neutral restrooms, or other similar preferences)”

The Director of Residential Life works individually with new transgender students to place them in housing, preferably with a roommate. If an upperclass transgender student’s lottery number isn’t high enough to select an appropriate room, Residential Life will help that student individually, also.

Carleton housing options include co-ed bathrooms in a number of dorms. For room draw, rooms have traditionally been designated as male or female; in recent years an increasing number of rooms are available to any gender.

**Systems and Reports:**

Vicky’s reports from Colleague display the legal first name and the legal sex field stored in Colleague. The “Residence” software system is refreshed from Colleague three times a day. It also displays the legal first name and legal sex field as stored in Colleague.

The office has discussed adding a student-selected gender field in their Residence and Advocate systems, but felt that it would be better to have that information stored in Colleague, if possible. If a Res Life or GSC staff member shares this information with her, Vicky keeps a confidential list for her reference of students whose name and/or self-identified gender doesn’t match the information in Colleague.

Resident Assistants pull student name information from the Carleton online directory, so they see the “Carleton name” (if nickname, then nickname, else preferred first name, else legal first name).
**Student Health and Counseling:** (Marit Lysne and Natalee Johnson)

Student Health and Counseling must receive a written release from a student to talk to parents, unless the situation is an emergency. The office does request self-designated gender and preferred pronouns from students. (See below in Systems and Reports section.)

In addition to an awareness of a student’s legal sex (birth sex or legally-changed sex) and self-designated gender, Student Health and Counseling staff must also be sensitive to a student’s biological sex for appropriate medical testing.

In Minnesota, a court order is required to amend sex on a birth certificate. The individual is required to fulfill legal criteria for “gender transition”.

**Systems and Reports:**

Each student has an electronic health record (EHR) in the Medicat system. The following data is updated from Colleague daily: legal name, sex, class year, ethnicity, parent/emergency contact, parent/emergency contact cell phone number. The Medicat system is accessed by SHAC staff only.

Legal name is loaded from Colleague because it most commonly matches insurance and prescription information. SHAC records a separate nickname field in Medicat that is not updated by Colleague.

SHAC has added fields in Medicat to record self-designated gender and preferred pronouns.

- Gender: (choose one) Male, Female, Transgender
- Preferred Gender Pronouns: (a list of options is provided, including forms of she, he, ze, ei, they, name only)