

Dear members of the RWU Community:

We are pleased to write you with an update on our policy and procedures for students who wish to designate a name other than their legal name (chosen name).

Our Student Chosen Name policy is open to students who seek to use this option for a variety of reasons. Additional functionality right within Roger Central streamlines the chosen name process for students and we have created a [website](#) to provide helpful information.

In addition to the Roger Central functionality, other related changes have happened across campus including:

- The registrar's office will automatically include chosen names when responding to data requests.
- Undergraduate admission has added two optional questions to our applications to collect information on gender identity and pronoun usage. This information will allow us to communicate with our applicants and admitted students in a more effective and personalized way. The application will invite students to share their gender identity, which includes an option to self-describe. And it will invite them to share the pronouns they choose to use.
- In order to insure confidentiality, the electronic records management systems used by Counseling and Health Services do not directly interface with Roger Central. However, both offices have instituted client information forms and practices that provide students the opportunity to identify chosen names and pronouns.

Significant effort is required to ensure the proper integration of close to a hundred third party systems being used across campus. As such, we are completing our work in phases. This first phase only impacts students. We are working as quickly as possible to extend the policy to employees and will provide additional communication later in the year on the update for employees. The final phase of the project will involve changes to the single sign on process.

We are incredibly grateful to the members of the Chosen Name Working Committee: Dan O'Driscoll, John King, Laura Masterson, Brian Kacmarsky, Lorraine Lalli, Doug Petersen, Daryl Ford and Rachel Nuzzo for their efforts. We also want to acknowledge the committed efforts of Gabby Porcaro, Assistant Director for Queer and Trans Initiatives; Jen Stanley, Associate Dean of Student Life and Title IX Coordinator; faculty and staff leaders and especially the student members of the Queer and Trans Community at Roger Williams University and other impacted stakeholders who have help us improve our chosen name process.

If you have any questions regarding the student policy please contact Dan O'Driscoll atdodriscoll@rwu.edu. If employees have any questions regarding the future roll out of Chosen

Name for employees, please contact Tom McDonough, AVP of Human Resources at Tmcdonough@rwu.edu.

We thank you for your patience, flexibility, and engagement as we continue our work to become a more inclusive and equitable community.

Sincerely,

Ame Lambert