

USE GUIDELINES FOR NAME AND PRONOUNS IN USE

Rationale/Purpose of the Use Guidelines

These use guidelines align with the practice and use of [preferred names](#) in place at the University since 2012.

These use guidelines support UW-Madison's [Institutional Statement on Diversity](#), in that it "...fulfills its public mission by creating a welcoming and inclusive community for people from every background..."

Definitions

"Name in use" – previously 'preferred name,' the name a speaker should use to identify and address an individual. The name a person uses.

"Pronoun in use" – the pronouns a speaker should use to identify and refer to an individual. The pronouns a person uses.

Scope

These use guidelines apply to all students, faculty, and staff of University of Wisconsin-Madison.

These use guidelines are in place for use of name and pronouns in University systems and also setting campus and University expectations for such use and application.

Details

The University of Wisconsin – Madison is committed to providing access to learning environments free of harassment and discrimination, in accordance with Regent Policy [Document 14-6 \(Discrimination, Harassment, and Retaliation\)](#). To that end, these use guidelines make explicit the University's commitment to non-discriminatory programs, activities, and facilities and promotes a respectful University community free from discrimination based on gender identity or expression.

1. University students, faculty, and staff may, without being required to provide documentation:
 - a. use a specified first name that may differ than the name listed on their legal documents,
 - b. use a gender identity that differs from their legal and/ or sex assigned at birth; and/ or,
 - c. specify the pronouns and other gendered personal identifiers used to refer to themselves. See Addendum for pronoun options.
2. University students, faculty, and staff and units are encouraged to use the names, gender identities, and pronouns specified to them except as is legally required. University members and units are also expected to use other gendered personal identifiers, if any, that are consistent with the gender identity and pronoun specified to them.

Systems, forms, displays, and processes that collect and/ or use student information should allow the use of names and pronouns in use. Legal name should be used when legally necessary.

Procedure

Currently, Canvas is the only system on campus that offers a native pronoun feature that has been enabled. Information on enabling pronouns in Canvas can be found at this KB -

<https://kb.wisc.edu/luwmad/page.php?id=108069>.

The Gender and Sexuality Campus Center (GSCC) serves as the primary manager of the pronoun process. The GSCC works in consultation with the Office of the Registrar and Office of the Vice Provost for Teaching and Learning, with the support of DoIT Academic Technology, to maintain procedures related to the name and pronoun in use process.

Related UW–Madison Policies/ Accountability

University of Wisconsin - Madison will address reports of misuse and abuse of both names and pronouns in use in accordance with existing policies and procedures.

Relevant policies and procedures could include:

Nonacademic Conduct – [UWS 17](#)

Academic Procedures - [UWS 14](#)

Acceptable Use of Information Technology Resources – [Regent Policy Document 25-3](#)

The university reserves the right to remove names and to suspend the individual's privilege to update a name and/ or pronoun in use.

Related UW–Madison Documents

Addendum: Accepted Pronoun Values

Faculty, staff and students who opt-in to the feature will see their pronouns appear on Canvas anywhere their name appears, such as “Jane Doe (she/her).” Users will be able to choose from a drop-down menu of these options, in alphabetical order:

- He/him
- He or they
- She/her
- She or they
- They/them
- Ze/hir
- Ze/zir
- Any pronouns
- Ask me privately
- Use my name

These pronouns were chosen by UW–Madison because they are the most common binary and nonbinary pronouns in use on campus. Canvas currently does not offer a write-in option. Going forward, the university expects to revisit the list based on feedback from users.

External References

Administration

Approval Authority

Provost and Vice Chancellor for Academic Affairs

Vice Chancellor for Student Affairs

Manager

Gender and Sexuality Campus Center, UW Madison Student Affairs

Contact

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History

Effective Date	1/11/2021
Date Issued	12/10/2020
End Date	n/a
Next Review	TBD

Revised Dates

Reviewed Dates

- 1/11/2021 - reviewed by University Committee (UC)
- 1/7/2021 - reviewed @ Academic Staff Executive Committee (ASEC)