

## **Student Legal Sex and Gender Identity Reporting Policy**

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing [accessiblepolicy@wcupa.edu](mailto:accessiblepolicy@wcupa.edu).

### **Purpose**

West Chester University recognizes the importance of gender identity of all individuals to create an inclusive campus culture and celebrate the diversity that differences in gender expression bring to the learning environment. In addition, an individual's gender identity, as an important component of one's overall identity, may change over time and may differ from legal sex or sex at birth. Regarding legal sex, the University is required to collect information on student's legal sex as part of IPEDS reporting (Integrated Post-Secondary Education Data System used by the National Center for Education Statistics). Students will have the opportunity to indicate legal sex for reporting purposes as well as gender identity as the institution acknowledges that legal sex and gender identity are independent of one another.

### **Definitions**

**Gender Identity:** the gender or mix of genders, that one determines for themselves, which may include: Man, Woman, Transgender woman, Transgender man, Non-binary/Agender, genderqueer, prefer not to disclose.

**Legal Sex:** the sex that a person is declared to be according to government records such as a driver's license or passport expressed as male, female, or non-binary ("X" in Pennsylvania). An individual's legal sex may differ from sex at birth and/or from their gender identity.

**Sex for Reporting Purposes:** Legal sex expressed as male or female used only for federal, state, and other external reporting that requires a binary response.

## **Policy Statement**

Students will be asked and have an opportunity to indicate their gender and their legal sex (which will be labeled “Legal Sex” for reporting purposes) on the institution’s admissions application. Information about legal sex will only be used by the university for state and federal reporting. If a student chooses not to provide sex for reporting purposes, the University will associate a reporting sex with the student for reporting purposes, as the university is obligated to do for IPEDS reporting purposes.

The below will be utilized only when a student chooses not to provide sex information:

- Graduate Student reporting sex will be based on the standard gender breakdown of the academic program.
- Undergraduate student reporting sex will be based on the standard gender breakdown of the academic program.

Students will also be able to indicate gender identity via self-service in myWCU to include the categories of male, female, transgender female, transgender male, non-binary, agender, genderqueer, or does not apply.

## **Procedures**

How this information will be used:

Gender identity information will only be used in the aggregate to inform University decisions related to resources, student success, retention and current trends to best support students. Individual information will not be shared with other campus individuals, programs, or departments across campus. Only individuals with a demonstrated educational need to know will have access to individual responses on gender identity.

Legal sex information gathered from the admissions application will be used in federal, state, and external reporting if required and there is not an option for reporting gender identify. In instances in which a student selects a non-binary sex (x),

a binary sex of M/F will be randomly assigned to the students for state, federal and other external reporting purposes only. Random assignment of the sex for reporting purposes will be based in the binary sex distribution within the student's academic program.

How to update Gender Identity:

Students can update gender identity as a self-service option in myWCU at any time.

How to update Legal Sex:

Students may update legal sex for reporting purposes via the following process:

1. Complete the **Change of Bio/Demo Information Form**
2. Provide copy of a current government issued ID to the Registrar's Office with the updated **Change of Bio/Demo Information Form** (driver's license, government issued passport, government issued photo ID, REAL ID, for example).

**Reviewed by:** Registrar's Office, Undergraduate & Graduate Admissions,  
Diversity, Equity & Inclusion

**Policy Owner:** Megan Jerabek, Senior Associate Vice President for Academic & Enterprise Systems, University Registrar

**Approved by:**



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Deputy Provost and Vice President of Academic Operations

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— UNIVERSITY POLICY —

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