

**University of Central Florida**  
**Office of Institutional Equity**

Discrimination: Descriptions, Prevention

**DISCRIMINATION BASED ON GENDER IDENTITY OR GENDER EXPRESSION**

The University of Central Florida's Board of Trustees approved "gender identity" and "gender expression" as additional protected classes within the University's non-discrimination regulation in November 2010. The regulation contains a definition of discrimination: it is a violation of this regulation to treat an individual differently than other similarly situated individuals based on a protected category.

The University defines these categories as:

- Gender identity: an individual's self-perception of being male, female, or both
- Gender expression: the manifestation of an individual's self-perception of being male, female, or both

For University faculty and staff members seeking to understand how to apply the terms in everyday campus settings, here are some examples.

Gender identity is a personal perception. Gender expression can take many forms. The University of Central Florida's programs address common situations and provide for responses to individual requests.

- Display of name on University records: the University of Central Florida provides an option for "Preferred Name Change."
  - Faculty and staff: this can be accomplished online using the MyUCF portal under Employee Self Service. The screen allows only changes to the first name. Changes that include the last name follow the procedure on the Human Resources website, payroll section, which faculty and staff may access online.
  - Students: accomplish this change by contacting the Registrar's Office and requesting a Preferred Name Change.
- Accommodations in student housing: UCF Housing and Residence Life will work with students individually to find the best accommodation that meets their housing needs. Students should contact the office at (407) 823-4663 and ask to speak to Associate Director Joe Paulick or Assistant Director Meredith Varner.
- Options in health care on campus: UCF Health Services welcomes all patients seeking medical services. Staff members strictly enforce HIPAA and FERPA requirements in matters of confidentiality and privacy. Health Services staff members have an obligation to be sensitive to and skilled in managing requests for services involving patients whose gender identity or expression is different from their birth sex.
  - Patients who perceive themselves of a gender different from their appearance, or who present with a gender expression differing from their birth sex, have an

obligation to inform the clinical provider early in the conversation of the patient-provider relationship to ensure best care.

- Patients unsure how to proceed with their request for medical services are advised to request an appointment with the UCF Health Services “Nurse Facilitator,” who will provide assistance in arranging for a provider appropriate to the clinical need.
- Standard university identification (photo ID): the Card Services office will grant requests to print a card using Preferred Name. To protect privacy, the Card Services Manager or designee will work directly with the requestor regarding documentation needed to edit the legal name to Preferred Name for printing the card.
- Identification of sex on fixed-choice forms: selected University forms call for specific legal names and birth sex. This occurs when the form’s purpose includes identification requirements or examination of records from various sources to provide an educational history. Examples include Undergraduate Admissions and the College of Graduate Studies Admissions. Those forms also may ask for previous names, so records will be complete.

The University’s non-discrimination regulation prohibits acts of retaliation, as well as harassment, within the definition of discrimination. Retaliation consists of an adverse action, taken against an individual who complained or threatened to complain or who served as a witness in a discrimination complaint, based on that individual’s involvement.

For additional questions and resources for filing a report, complaint, or discrimination grievance, utilize the following contact information:

[oie@ucf.edu](mailto:oie@ucf.edu)  
12701 Scholarship Drive  
Suite 101  
Orlando, FL  
32816-0030  
(407)823-1336 [http://  
www.oie.ucf.edu/](http://www.oie.ucf.edu/)

UCF OIE 6/11, with thanks to Student Development and Enrollment Services and the Card Services Office. 11/12, 5/17