

Procedures Relating to the Sexual Orientation and Gender Identity Policy

Procedural Authority: Vice-President Academic and Vice-President Finance and Operations

Procedural Officer: Dean of Students and Director of Human Resources

Parent Policy: AD1225 Sexual Orientation and Gender Identity Policy

Effective Date: November 27, 2015

Supersedes:

Last Editorial Change: August 2017

PROCEDURES

To support the safety, health, and educational needs of students, faculty, and staff who identify as, or are perceived to be, transgender or transsexual persons, Concordia University of Edmonton shall adhere to the following recommended practices wherever possible and appropriate:

- **Names and Pronouns** - A student, faculty, or staff member has the right to be addressed by a name and pronoun that corresponds to his or her consistently asserted gender identity.
- **Official Records and Communication** - When requested by a student, the student's official record will be changed to reflect their preferred name, sex, or gender. All institutional forms and records shall be changed to ensure that a student's preferred name and sex or gender is current on class lists, timetables, student files, identification cards, etc. Students may submit one of the following to change their name, sex or identity:
 - an amended birth certificate, or
 - an amended record of birth, or
 - an affidavit and a letter from a regulated medical professional.
- **Restroom Accessibility, Athletics, Locker Room, and Change Room Access and Accommodation** - All students, faculty, and staff shall, subject to safety considerations, have access to restroom and locker room facilities that correspond to their consistently asserted gender identity. In locker rooms that require undressing in front of others, individuals who desire increased privacy, for any reason (e.g., medical, religious, cultural, gender identity, etc.) shall be provided with accommodations that best meet their individual needs and privacy concerns.
- **Dress Code** - All students, faculty, and staff have the right to dress in a manner consistent with their gender identity or gender expression.
- **Resolving Conflict** - The Dean of Students shall resolve disputes that may arise with regard to a student's participation in academic or non-academic activities. The Dean of Students shall ensure that the resolution of any conflict ensures reasonable accommodation and inclusiveness.