



University of New Haven

GUIDE FOR SUPPORTING TRANSGENDER STUDENTS

Myatt Center for Diversity and Inclusion



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GENDER IDENTITY/EXPRESSION POLICY

Policy Title: Gender Identity/Expression Policy

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Responsible Official: Diversity and Inclusion

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Scope

This policy applies to all members of the University community and provides information to University visitors, prospective students, and prospective employees. Furthermore, this policy extends jurisdiction to all University locations, which function in an educational capacity, including, but not limited to, all indoor and outdoor areas on the University. This policy applies to any individual on campus property, including but not limited to students, employees, contractors, subcontractors, volunteers, visitors, and members of the public, and it is applicable 24 hours a day, 7 days a week.

Policy Statement

The University’s Gender Identity/Expression Policy delineates the policies and procedures regarding gender identity and gender expression. The University, and this policy, support an inclusive

educational environment, which respects individual identities and the right of an individual to express themselves within the University community.

Reason for the Policy

This policy is intended to inform the University community of policies and procedures that support the freedom of expression for an individual's gender identity. This policy provides chosen name protocols and outlines the circumstances where an individual's legal name is still required.

9000.1 Definitions

For the purposes of this policy, the following terms are defined below:

- a) Gender Identity — One's innermost concept of self as male, female, a blend of both, or neither, including how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.i
- b) Gender Expression — How one presents oneself and one's gender to the world via gender cues. This may or may not coincide with or indicate one's gender identity. Many utilize gender expression in an attempt to determine the gender/sex of another.
- c) Biological Sex — Assigned sex is a label that you are given at birth based on medical factors, including your hormones, chromosomes, and genitals. When someone's sexual and reproductive anatomy does not seem to fit the typical definitions of female or male, they may be described as intersex.ii
- d) Chosen Name — Chosen name is the name that you commonly use that is different from your legal first name.iii
- e) Legal Name — The name that identifies a person for legal, administrative, and other official purposes. A person's legal name generally is the name of the person that was given for the purpose of registration of birth and which then appears on a birth certificate (see birth name), but may change subsequently.iv
- f) University community member — includes any person who is a student, faculty member,
- g) or University official and any other person employed or retained by the University.
- h) University property: Please refer to the University's Clery Act: Campus Safety & Security Policy (Policy 8601) for the definition of University property, specifically on-campus property, non-campus locations, and University-controlled properties.

ⁱ <http://www.hrc.org/resources/sexual-orientation-and-gender-identity-terminology-and-definitions>.

ⁱⁱ <https://www.plannedparenthood.org/learn/sexual-orientation.../gender-gender-identity>

ⁱⁱⁱ <https://www.mcgill.ca/students/records/address/preferred/faq>

^{iv} https://en.wikipedia.org/wiki/Legal_name

9000.2 Access to University Facilities

University community members are permitted to access University facilities that align with their gender identity. Access to campus facilities includes, but is not limited to, restrooms, locker rooms, and residence halls.

9000.3 Chosen Name Protocols

Incoming students may choose to identify a chosen first name on their application materials, as provided by the Admissions. Current students, upon matriculation, may notify the Registrar's Office of a request to add a chosen first name to their University records. Similarly, University employees may request to add a chosen name to their University records through the Human Resources Department.

Chosen name forms are available in the Registrar's Office and the Human Resources Department for students and employees, respectively. Chosen first names will replace or co-exist with legal first names in the following University information systems:

1. University-Issued Identification Cards (see procedure below)
2. Admissions and Recruiting
 - a) Student Information System, which includes:
 - b) Online Course Rosters
 - c) Unofficial Academic Transcripts
 - d) Student Listing Report
3. Housing and Disciplinary Reports
4. Blackboard Transact & Canvas Learn Systems
5. Degree Audit System
6. Display Name for University Email Address

The University will periodically review the chosen name protocols with its information systems to ensure compliance with this policy. Changes will be made as necessary due to updates or modifications in regulations, costs, technical feasibility, or other factors.

The University has the right to reject the use of a chosen name if it is deemed incendiary or otherwise inappropriate.

9000.4 University ID Card Protocol

The University of New Haven ID is for University identification only and cannot be used as a legal identification document. The University ID Card will feature an individual's chosen name upon request.

Students who request a new card to accommodate a change in chosen name must make a request in writing to the Dean of Students Office. To facilitate this request, students will then go to the Campus Card Office to have their new ID card printed. The Dean of Students and Campus Card Offices will maintain a list of campus community members for whom a new ID card has been issued under this policy. Requests for information regarding who has been issued an ID Card under this policy must be made to the Dean of Students Office.

Employees who wish to obtain a new University ID card with a chosen name must follow the same procedure as above; however, the initial request must be made to the Human Resources Department.

9000.5 Chosen Name/Legal Name Usage

There are certain on-campus offices and circumstances that require the use of an individual's legal name. The following offices, and circumstances, are listed below:

- Financial Aid Office, including Federal Work Study
- Student Employment Office, for all student workers
- Payroll Office
- Bursar's Office, including the ePay system
- Registrar's Office, including federal documentation and official academic transcripts
- Health Services, including health insurance
- Beckerman Recreation Center, specifically the contractual service agreement
- Campus Police, specifically any documentation that must be processed by the Police Department for the legal/court system and/or documentation related to parking, arrest paperwork, misdemeanor summonses, and/or infraction complaints.
- International Services Office, specifically immigration paperwork such as I-9 forms
- Residential Life, specifically any documents that constitute a legal contract or agreement
- Human Resources Office, including employment contracts, insurance documentation, and so on

University community members may use their chosen name within the following on-campus offices:

- Athletics, excluding medical documentation
- Beckerman Recreation Center, including intramural sign-up and participation
- Counseling and Psychological Services
- Dean of Students Office
- Health Services, specifically when requesting appointments/service within the office
- Myatt Center for Diversity and Inclusion
- Residential Life, specifically when requesting gender-inclusive housing or day-to-day business
- Center for Student Engagement, Leadership, and Orientation

- Student Mailroom
- Register's Office, specifically when requesting a chosen name on the diploma

9000.6 Related Policies

The University recognizes that, to support its community members, it must coordinate many policies and procedures related to the expression of an individual's identities within the community. Thus, the following is a collection of relevant documents and policies that are critical to the University's efforts to minimize discrimination and encourage the freedom of expression on its campus:

1. University of New Haven Student Handbook
 - a) Nondiscrimination Policy
 - b) Harassment and Bias-Motivated Offenses Policy
 - c) Freedom of Expression Policy

GENDER IDENTITY-RELATED TERMINOLOGY

Auxiliary Pronouns:

Auxiliary pronouns are usually used by people who use neo-pronouns and serve as a back-up option.

- **Example:** A person's pronouns could be co/cos/cos/coself, but their auxiliary pronouns are they/them/theirs/themselves.
- See "Neo-Pronouns" and "Pronouns."
- Not all individuals who use neo-pronouns will have auxiliary pronouns.

AXAB and DXAB:

Shorthand for "Assigned/Designated X at Birth" where the "X" can be replaced by F for female or M for male. Transgender people might use these terms as self-identifiers, but others may not.

- Do not refer to a person as AXAB or DXAB unless they use them as a self-identifier.
- **This is not entirely synonymous with "FTM/MTF"** (male-to-female/female-to-male).

Birth Name:

The name a person is assigned at birth.

- A person might not wish to be referred to as their birth name and may choose another name.
- See "Deadname."

Cisgender (or Cis):

A term used by some to describe people whose gender identity matches the gender they were assigned at birth.

Cissexism:

Prejudice and discrimination against people who are not cisgender. An example of a cissexist comment would be "Men don't have cervixes or vaginas; women do."

Cross-Dresser:

While anyone may wear clothes associated with a different sex, the term cross-dresser is typically used to refer to cisgender men who occasionally wear clothes, makeup, and accessories culturally associated “feminine.” This activity is a form of gender expression and not done for entertainment purposes. Cross-dressers do not wish to live full-time as women. This term replaces the slur “transvestite.”

- **This is not synonymous with** transgender woman.
- Do not use the *slur* “transvestite.”

Deadname (n):

The name a person was assigned at birth even though they now go by a different name.

- **This is not entirely synonymous with** birth name.
- A person does not need to legally change their name for their current name to be considered valid or for their deadname to be considered a deadname.

Deadname (v):

To refer to someone as the name they were assigned at birth even though they now go by a different name.

- A person does not need to legally change their name for their current name to be considered valid or for their deadname to be considered a deadname.
- See “Misgender.”

Gender:

One’s sense of self as masculine, feminine, both, or neither, regardless of what gender they were assigned at birth. Gender is not the same thing as biological sex.

Genderqueer:

A term that can be used by people who feel as if their gender identity does not fit within the boy/girl gender binary.

- **Possible synonyms:** nonbinary
- **Not entirely synonymous with** transgender

Gender Binary:

The idea that there are only two genders — male/female or man/woman — and that a person must be strictly gendered as either/or.

Gender Expression:

How a person chooses to express their gender. This can be done with clothing, hairstyles, accessories, and/or makeup (or lack thereof).

- How a person chooses to express themselves does not automatically define their gender.
 - For example, short hair and a lack of makeup does not necessarily mean that person identifies as a man even though they are presenting in a way that is seen as masculine.

Gender Identity:

One's self-perceived gender. This can include refusing to label oneself with a gender. Gender identity is also often conflated with sexual orientation, but this is inaccurate. Gender identity does not designate sexual orientation.

- For example, a masculine woman is not necessarily a lesbian.

Gender Nonconforming:

A term used to describe some people whose gender expression is different from conventional expectations of masculinity and femininity.

- **Not synonymous with** transgender
 - Not all gender nonconforming people identify as transgender.
 - Not all transgender people present themselves in a gender nonconforming way.
- See "Gender Expression."

Intersex:

A term used to describe a variety of conditions that affect a person's anatomy in such a way that they are born with an external anatomy, internal anatomy, and/or atypical hormone levels that do not match the binary of male/female.

- **Not synonymous with** transgender

Misgender (v):

To refer to a person as the incorrect gender, using their deadname and/or using the incorrect pronouns.

- Misgendering a person on purpose is transphobic; **do not do it.**
- See “Transphobia.”

Neo-Pronouns:

Pronouns that do not fall within the realm of “he/him/his/himself,” “she/her/hers/herself,” or “they/them/theirs.”

- **Examples:**
 - Ae/Aer/Aers/Aerself: Pronounced “aye”
 - Hir/Hir/Hirs/Hirself: Pronounced “here”
 - Hu/Hu/Humes/Humeself: Pronounced “hyoom”
 - Co/Cos/Cos/Coself: Pronounced “co”

Nonbinary:

An umbrella term used to describe gender experiences, expressions, and identities that fall outside of the male/female gender binary.

“Passing” or Passing as Cisgender:

When a transgender person expresses themselves in a way that they can be perceived by others as cisgender.

- Keep in mind that not every transgender person chooses to pass as their gender; this does not invalidate their gender identity whatsoever.

Pronouns (Chosen and Auxiliary):

Words to use instead of a person’s name when describing them in sentences. These include binary pronouns (she/her/hers/herself and/or he/him/his/himself), auxiliary pronouns, and neo-pronouns.

- **Never** refer to a person using “it/its/itself” pronouns **UNLESS** the person in question uses those pronouns.

Sex:

Refers to a person based on their anatomy (external genitalia, chromosomes, and internal reproductive system). Sex terms are male, female, and intersex. Sex is biological, although social views and experiences of sex are cultural.

- See “Intersex.”
- Sex is different from gender.

Sex Reassignment Surgery (SRS):

Refers to doctor-supervised surgical interventions and is only one small part of transitioning. Keep in mind that not all transgender people choose to, or can afford to, undergo medical surgeries.

- See “Transition.”
- Avoid the phrases “sex change” and “pre/post-operation.”
- Do not ask a transgender individual if they are pre or post-op.

Transgender (adj.):

A term for people whose gender identity does not agree with the gender they were assigned at birth. People under the transgender umbrella may describe themselves using one or more of a wide variety of terms — including, but not limited to transgender. Use the descriptive term preferred by the individual.

- **This is not entirely synonymous with** genderqueer, genderfluid*, nonbinary.
- Avoid the term “transgendered.”
- Avoid using “transgender” as a noun (i.e., “transwoman/transman.”)
- See “Transition” and “Trans.”

*Genderfluid falls under nonbinary and/or genderqueer.

Trans:

Used as shorthand for transgender or, sometimes, to be inclusive of a wide variety of identities under the transgender umbrella.

- Not every transgender person uses the term “trans,” so only refer to a person as trans if they self-identify as such.

Transition:

A complex process that a person can go through to change their physical appearance and/or legal paperwork to suit their gender. Transition includes some or all of the following personal, medical, and legal steps: telling one's family, friends, and coworkers; using a different name and new pronouns; dressing differently; changing one's name and/or sex on legal documents; hormone therapy; and possibly (though not always) one or more types of surgery. The exact steps involved in transition vary from person to person.

- **Avoid the phrase “sex change.”**
- **Medical Transition** — Surgeries and hormone replacement therapy
- **Social Transition** — Name, pronouns, clothing, hairstyles, gender presentation, coming out

Transgender man/Trans man:

People who were assigned female at birth but identify and live as a man may use this term to describe themselves. They may shorten it to trans man. Some may also use FTM or DFAB/AFAB. Some may prefer to simply be called men, without any modifier. It is best to ask which term an individual prefers.

Transgender woman/Trans woman:

People who were assigned male at birth but identify and live as a woman may use this term to describe themselves. They may shorten to trans woman. Some may also use MTF or DMAB/AMAB. Some may prefer to simply be called women, without any modifier. It is best to ask which term an individual prefers.

Transfeminine:

A term used to describe those who were assigned male at birth but identify as more feminine than masculine.

Transmasculine:

A term used to describe those who were assigned female at birth but identify as more masculine than feminine.

Transphobia:

Prejudice against the transgender community.

INAPPROPRIATE TERMINOLOGY FOR GENDER IDENTITIES

Autogynephilia (n.):

The transphobic idea that transgender individuals transition due to finding sexual pleasure in doing so.

Hermaphrodite (n.):

A slur used for intersex people that means being of both the male and female sex.

He-She/Ladyboy/Shemale (n./adj.):

Slurs for transgender women. They are transphobic because they imply that transgender women are not women. Most of these are also used in a fetishizing sense.

Tranny (n.):

A slur for transgender people

Trap (n.):

A slur implying that a transgender person is only transgender to trick others into dating them or having sex with them. It implies that their gender is fake.

Trans-Identified Female:

A transphobic term for transgender men. It implies that they are not men but instead are women who believe they are men.

Trans-Identified Male:

A transphobic term for transgender women. It implies that they are not women but instead are men who believe they are women.

Transsexual (adj.):

An older term that originated in the medical and psychological communities. Still preferred by some people who have permanently changed — or seek to change — their bodies through medical interventions (including but not limited to hormones and/or surgeries).

- Do **not** refer to a person as transsexual **unless** they use it as a self-identifier; it is still considered a **slur** in some situations.
- This is **not** an umbrella term.
- This should not be used as synonymous with transgender and trans.

Transvestite (n.):

A slur used for people, usually men, who cross-dress.

Transtrender (n.):

An individual who supposedly is transgender to get attention or to follow a trend. It is extremely transphobic, as it assumes that transgender people who are not transitioning in a socially accepted way are faking being transgender.

TIPS FOR BEING AN ALLY TO TRANSGENDER PEOPLE

If someone's gender is ambiguous, do NOT ask, "What are you?" This is extremely rude and intrusive. Instead ask, "What pronouns do you use?"

Just because someone is/might identify as transgender, that does NOT give you the right to know every detail about their lives. You don't need to know everything about a person's identity — you only need the information that will allow you to speak to and about them respectfully.

Transgender people do not need to "prove themselves" and/or "earn enough respect" to have their gender identity accepted. Do not misgender someone until you "believe" that their gender identity is valid. That is not your decision to make, and you are being transphobic if you do so.

Don't make assumptions about someone's gender identity. Be careful about referring to someone as "ma'am" or "sir," as you may be incorrect about how that person self-identifies.

If you don't know what pronouns to use, ask. Be polite and respectful when you ask a person which pronoun they prefer. Use that set of pronouns and encourage others to do so.

If you accidentally misgender someone, follow these steps. Apologize, correct, move on.

Don't ask for pre-transition evidence. If you've met the person after transition, don't ask to see pictures from "before," or ask about their birth name/deadname. Also, do not otherwise quiz them on topics that are likely offensive and/or painful.

Don't make assumptions about a transgender person's sexual orientation. Gender identity is different from sexual orientation. Sexual orientation is about who we're attracted to. Gender identity is about our own personal sense of being masculine, feminine, both, or neither. Transgender people can be any sexuality; it depends on the person in question.

Be careful about confidentiality, disclosure, and "outing." Some transgender people feel comfortable disclosing their transgender status to others, and some do not. That is their information to disclose, not yours. Don't casually share this information or "gossip" about a person you know or think is transgender. Not only is this an invasion of privacy, it also can have negative consequences in a world that is very intolerant of gender difference; transgender people can lose jobs, housing, friends, or even their lives for being who they are.

Don't make comments about the person's gender presentation that you wouldn't make to someone who was assigned that same gender at birth. Critiquing a transwoman's makeup in detail or offering a transman suggestions on how to talk "like a guy" is as rude as it would be if you were talking to a cisgender person.

Avoid backhanded compliments or “helpful” tips. Although you may intend to be supportive, comments like the following can be hurtful or even insulting:

- “I would have never known you were transgender. You look so pretty.”
- “You look just like a real woman.”
- “He’s so attractive; I would have never guessed he was transgender.”
- “You’re so brave.”
- “Have you considered a voice coach?”

Be patient with a person who is questioning or exploring their gender identity. A person who is questioning or exploring their gender identity may take some time to find out what identity and/or gender expression is best for them. They might, for example, choose a new name or pronoun, and then decide at a later time to change the name or pronoun again. Be respectful and use the name and/or pronoun requested.

Respect the terminology a transgender person uses to describe their identity. The transgender community uses many different terms to describe their experiences. Respect the term (transgender, nonbinary, genderqueer, etc.) a person uses to describe themselves. If a person is not sure of which identity label fits them best, give them the time and space to figure it out for themselves. Don’t tell them which term you think they should use. You wouldn’t like your identity to be defined by others, so please allow others to define themselves.

Understand there is no “right” or “wrong” way to transition — and that it is different for every person. Some transgender people access medical care like hormones and surgery as part of their transition. Some transgender people want their gender identity to be recognized without hormones or surgery. Some transgender people cannot access medical care, hormones, and/or surgery due to lack of financial resources. A transgender identity is not dependent on medical procedures.

Don’t ask a transgender person what their “real name” is. For some transgender people, being associated with their birth name is a tremendous source of anxiety. Respect the name a transgender person is currently using. If you already know someone’s prior name, don’t share it without the person’s explicit permission.

Don’t ask about a transgender person’s genitals or surgical status. It wouldn’t be appropriate to ask a non-transgender person about the appearance or status of their genitalia, so it isn’t appropriate to ask a transgender person that question either. Likewise, don’t ask if a transgender person has had “the surgery” or if they are “pre-op” or “post-op.” If a transgender person wants to talk to you about such matters, let them bring it up.

Don’t ask a transgender person how they have sex. Similar to the questions above about genitalia and surgery — it wouldn’t be appropriate to ask a cisgender person about how they have sex, so the same courtesy should be extended to transgender people.

Challenge transphobic and cissexist remarks or jokes in public spaces — including LGB (Lesbian, Gay, Bisexual) spaces. You may hear transphobic and/or cissexist comments from anti-LGBT activists — but you may also hear them from LGB people. Nobody, even people in the LGB community, has the right to be transphobic.

At meetings, classes, and events, set a transgender-inclusive tone. At a meeting, consider asking people to introduce themselves with their name and chosen pronouns. For example, “Hi, I’m Nick, and I prefer he and him.” As the leader, start with yourself and use a serious tone that will hopefully discourage others from dismissing the activity with a joke. Address a group using gender-neutral terms such as “folks” or “everyone.” Also, in a group setting, try identifying people by articles of clothing instead of using gendered language. For example, the “person in the blue shirt,” instead of the “woman in the front.” Similarly, “sir,” “miss,” and “Madam” are best avoided.

Do not use quotation marks. Never put the appropriate pronouns or possessives of transgender people in quotes. Never put their sexual orientations or genitalia in quotes.

CAMPUS GENDER INCLUSIVE RESTROOMS



University of New Haven

GENDER INCLUSIVE BATHROOMS

Myatt Center for Diversity & Inclusion

BUILDING	LOCATION
The Atwood	Restroom 108, Lobby Restroom 400C, 4th Floor Hallway
Bayer Hall	Restroom 103, Lower Level Basement Restrooms 202 & 203, Main Lobby
Bergami Hall	Restroom 003A, 1st Floor Mailroom
Bethel Hall	Restroom, F Floor Lounge
Bixler Hall	Restroom 109, Lobby Rear Lounge
Celentano Hall	Restroom 100E, 1st Floor Lobby
Charger Plaza B	Restroom 21, Lower Level Restroom 122, Upper Level
David A. Beckerman Recreation Center	Upper locker rooms 209 & 210, Upper Level
Dental Center	Restrooms 107 & 117, Main Level
Dunham Hall	Restroom 107C, Lower Level Lounge
Gate House	Restroom 108, 1st Floor Restroom 205, 2nd Floor
Gehring Hall	Restrooms 109, 111, 204, 206, 304, 306, 307, Located on each Floor, off the Back Corridor Hallway
Gerber Hall	Restroom 104, Myatt Center Bathroom Restrooms 100C & 100D, 1st Floor Hallways
Kaplan Hall	Restroom 110, 1st Floor
Marvin K. Peterson Library	Restroom 303, 3rd Floor
Maxcy Hall	Restroom 040A, Basement Restroom 228A, 2nd Floor, North Porch
Orange Campus	Restrooms S111A & S112A, South Wing
19 Ruden Street	Restroom, Lower Level (International Services Office)
Sheffield Hall	Restroom 122C, Main Entrance Lobby Restroom 132C, Accessibility Resources Center
South Campus	Restroom 012, Lower Level Basement Restroom 108, 1st Floor
Winchester Hall	Restroom 116, 1st Floor

UNIVERSITY OF NEW HAVEN RESOURCES

Administrative Departments

- 203.932.7332 **Counseling & Psychological Services**
Sheffield Hall, Ground Level
- 203.932.7176 **Dean of Students Office**
Bartels Hall, Level 4
- 203.932.7079 **Health Services**
Sheffield Hall, Ground Level
- 203.932.7427 **Myatt Center for Diversity & Inclusion**
Gerber Hall, 1st Floor
- 203.932.7076 **Office of Residential Life**
Bixler Hall, 1st Floor

Student Organizations

P.R.I.D.E. pride@newhaven.edu

The mission of People Rejoicing In Diversity Everywhere (PRIDE) is to encourage acceptance within the diverse population of our university, promote pride in our community, create a safe and nurturing environment for all University of New Haven students, and educate the university community. PRIDE seeks to empower students and address the isolation of the lesbian, gay, bisexual, transgender (LGBTQ+) community, as well as address the concerns of students who are questioning their sexuality or straight ally students.

SPECTRA spectra@newhaven.edu

The purpose of this club or organization is to create change and promote awareness on campus and provide a safe space for those on the LGBT+ (lesbian, gay, bisexual, transgender, etc.) spectrum who need it. SPECTRA abides by the policies put forth by the University of New Haven and the Undergraduate Student Government Association (USGA), as stated in §II of the Recognized Student Organizations and Advisor Handbook.

Educational Resource

Safe Zone Training Program <http://www.newhaven.edu/safezone>

The mission of the University of New Haven Safe Zone Program is to create a safe environment for anyone who is questioning or wishes to celebrate differences in sexuality, sexual identity, and/or gender identity. Through education, outreach, community resources, and identifying allies, we will promote understanding and support to students, faculty, staff, and families.