



| University of New Haven

Faculty and Staff Guide for Supporting Transgender Students

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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"

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
- **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. *Replaces the slur "transvestite."*

- **Not synonymous with:** transgender woman.
- Do not use the *slur* "transvestite," **unless** someone specifically **self-identifies** that way.

Deadname (n): The name a person was assigned at birth even though they now go by a different name.

- **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. The term "gender fluid" may also be used.

- **Possible synonyms:** genderfluid, genderflux, non-binary

- **Not entirely synonymous with:** transgender, transsexual

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
 - i.e. 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 Non-Conforming: 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 non-conforming people identify as transgender
 - Not all transgender people present themselves in a gender non-conforming 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 does 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”

Non-Binary: 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 (Preferred 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, transsexual, and intersex. Sex is biological, although social views and experiences of sex are cultural.

- See "Intersex."

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."

Transgender (adj.): An umbrella 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.

- **Not entirely synonymous with:** genderqueer, gender fluid, non-binary.
- Avoid the term "transgendered."
- Avoid using "transgender" as a noun.
- See "Transition" and "Trans."

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.
- Avoid the terms "Trans*," with the asterisk.

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 co-workers; 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."**

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.

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.

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 prefer?"

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 every detail 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 the 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.

Do not 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.

Do not make assumptions about a transgender person's sexual orientation. Gender identity is different than 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. Do not 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.

Do not 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. While 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, non-binary, 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 preferred 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.

University of New Haven Locations of all Gender Inclusive Bathrooms

02/2017

Hall Name	Location
Bayer Hall	<p>Restroom 103: located on the lower level, south of interior staircase off main corridor.</p> <p>Restroom 202 & 203: Located on the 2nd floor, south of interior staircase off main corridor.</p>
Gerber Hall	Myatt Center for Diversity and Inclusion
David A. Beckerman Recreation Center	Locker Rooms 209 & 210: Located on the 2 nd floor, located on the west end of the building.
Charger Plaza B	<p>Restroom 21: Located on the lower level, exit out of the south staircase into the main corridor, restroom is the first door on the left.</p> <p>Restroom 122: Located on the 1st Floor (upper level), across from the south staircase.</p>
Gate House	<p>Restroom 108: Located on the main corridor on the south end of the building, adjacent to office GH101</p> <p>Restroom 205: Located on the 2nd floor, adjacent to the interior staircase</p>
John & Leona Gehring Hall (Henry C. Lee Institute)	Restrooms 109, 111, 204, 206, 304, 306, 307: Located on each floor, off the back corridor on the east side of the building.
Kaplan Hall	Restroom 110: Located on the 1 st floor, north end of the main corridor.
Marvin K. Peterson Library	Restroom 303: Located on the 3 rd floor, east of the elevator lobby.
Maxcy Hall	<p>Restroom 040A: Located on the lower level</p> <p>Restroom 228A: Adjacent to the 2nd floor North Porch.</p>
Orange Campus	<p>Restroom S111A: Located in the south wing, access to the restroom is through Conference Room S111</p> <p>Restroom S112A: Located in the south wing, access to the restroom is through Conference Room S112.</p>
Sheffield Hall	Accessibility Resources Center
South Campus Hall	<p>Restroom 000A: Located on the lower level, go down stairs, at the bottom of the stairs the restroom is on the right.</p> <p>Restroom 108: Located north of the central staircase off the main corridor.</p>

UNIVERSITY OF NEW HAVEN RESOURCES

Administrative Departments

Counseling & Psychological Services

Sheffield Hall, Ground Level 932-7332

Dean of Students Office

Bartels Hall, Level 4 932-7176

Health Services

Sheffield Hall, Ground Level 932-7079

Myatt Center for Diversity and Inclusion

Gerber Hall, 1st Floor 932-7427

Office of Residential Life

Bixler Hall, 1st Floor 932-7076

Student Organizations

P.R.I.D.E.

unhpride@newhaven.edu

We are University of New Haven PRIDE. We are an LGBTQ group on campus looking to hold events and inform students about issues surrounding our community.

Mogailize

mogailize@newhaven.edu

Our purpose is to create change and promote awareness on campus, and provide a safe space for those on the MOGAI (marginalized orientations, gender identities and intersex) spectrum.

Educational Resource

Safe Zone Training Program

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.

Charger Card

All students are issued a University of New Haven Charger Card. The card includes the following features: picture ID, 16 digit ISO number, proximity chip, access to online and in-house University library services, and optional paid access to dining, vending, and third party vendor services. All students are required to have a current Charger Card and must keep the card with them when on campus to identify themselves as a member of the University of New Haven community. Some events may require ID to be displayed to gain entry. Once issued, the card is valid for four (4) years or until you leave the University. Upon leaving the University the card must be returned.

The University of New Haven Charger Card is for University identification only and cannot be used as a legal identification document.

Special Requests for a New Charger Card

Students who would like to request a new card due to a change to a Preferred Name and/or a change in appearance should specifically mention this, in writing, that they are obtaining a new ID for this purpose. Interested individuals should contact either the Dean of Students Office (Bartels Student Center 204) to start the process; they will then be directed to the Charger Card Office (inside the University of New Haven Bookstore) to have their new card created. These two offices will maintain a list of campus community members who request new cards under this policy.

What is a Preferred Name?

Some University of New Haven students want to be known by a name which is different from their legal name. Members of our community who wish to be identified by a Preferred Name under this policy can have a new Charger Card printed. Please keep in mind that this option has been developed to specifically respond to the needs of transgender students. Students may also select a preferred first name in Banner, which will show on class rosters, degree audit, and other reports.

There are certain on-campus offices, and circumstances, which 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, including Bursary Student Work
- Bursar's Office, including the ePay system
- Office of the University Registrar, including federal documentation and official academic transcripts
- Health Services, including health insurance
- David A. Beckerman Recreation Center, specifically the contractual service agreement
- University Police, specifically any documentation that must be processed by the University 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, etc.

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

- Athletics, excluding medical documentation
- David A. 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
- Office of the University Registrar, specifically when requesting a preferred name on the diploma