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**“Suggested Steps to Make Campuses More Trans-Inclusive”
by Brett Beemyn¹, Andrea Domingue², Jessica Pettitt³, and Todd Smith⁴**

To assist colleges and universities in becoming more supportive of transgender students, staff, and faculty, we offer the following practical recommendations in areas where gender-variant people are likely to encounter discrimination on campuses: health care, residence halls, bathrooms, locker rooms, records and documents, public inclusion, and programming, training, and support. For each area, we suggest beginning, intermediate, and advanced steps. Beginning steps focus on raising awareness of transgender issues and providing trans-related information, intermediate steps involve changing institutional practices, and advanced steps entail implementing long-term policy changes.

Health Care

Beginning

- Ask transgender students about their health-care experiences and how services could be improved.
- Identify, affiliate with, and publicize the names of counselors, nurses, and doctors who are supportive of transgender students and knowledgeable about trans health concerns.

Intermediate

- Require all campus health center staff to attend a training session on trans health concerns.
- Enable patients to identify their preferred name and gender identity on intake forms, rather than having “M” and “F” boxes.
- Train health center staff to ask patients their preferred name and to use appropriate pronouns.
- Ensure that prescription labels match the patient’s preferred name.
- Offer gender-neutral bathrooms and private changing rooms for patient use in health-care facilities.

¹ Brett Beemyn, Ph.D., is the coordinator of the Office of GLBT Student Services, the Multicultural Center, at the Ohio State University, co-chair of the National Consortium of Directors of LGBT Resources in Higher Education, and a board member of the Transgender Law and Policy Institute. Address correspondence to Brett Beemyn, GLBT Student Services, Ohio State University, 460 Ohio Union, 1739 North High St., Columbus, OH 43210.

² Andrea Domingue, M.Ed., is the program advisor for the Office of LGBT Student Services at New York University and a board member of the National Consortium of Directors of LGBT Resources in Higher Education.

³ Jessica Pettitt, M.Ed., is the Student Success Coordinator for gender and sexuality issues at the Multicultural Student Center at Arizona State University, the Gender Advocate for ACPA’s Standing Committee for LGBT Awareness, and Treasurer of the National Consortium of Directors of LGBT Resources in Higher Education.

⁴ Todd Smith, M.Ed., is the manager of the Office of LGBT Student Services at New York University and co-chair of the National Consortium of Directors of LGBT Resources in Higher Education.

- Make gynecological exams available outside of women's health services so that female-to-male transsexual students can receive proper medical care.
- Provide a confidential way for patients to make appointments, such as through a web-based program.

Advanced

- Have campus-affiliated pharmacies stock hormones and intramuscular (IM) syringes.
- Work with the campus counseling center to offer trans-specific services (support groups, individual counseling, community referrals, etc.).
- Hire a therapist who is a trained gender specialist.
- Create a trans clinic or health-care team to provide comprehensive care to transgender students.
- Enable direct insurance coverage for hormone therapy and gender reassignment surgeries.

Residence Halls

Beginning

- Identify and publicize the names of individuals within residence life who are knowledgeable about trans concerns and can provide support to transgender students.

Intermediate

- Require all residence-life staff to attend a training session on trans issues.
- Have an inclusive housing policy that enables transgender students to be housed in keeping with their gender identity/expression and, if desired, to have a single room.

Advanced

- Create gender-neutral bathrooms and private showers in existing and newly constructed residence halls.
- Establish a LGBT and Allies living-learning program and/or offer a gender-neutral housing option.

Bathrooms

Beginning

- Conduct a survey of gender-neutral (unisex) and single-occupancy women's and men's bathrooms on campus.
- Publicize the locations of gender-neutral bathrooms through a website and brochure.
- In the absence of gender-neutral bathrooms, establish temporary unisex facilities in buildings where LGBT events are being held by hanging gender-neutral signs and information outside a set of women's and men's restrooms.
- Educate campus leaders about the need for gender-neutral bathrooms, such as by having them view the film *Toilet Training* (available from the Sylvia Rivera Law Project: <http://www.srlp.org>).

Intermediate

- Have single-occupancy men's and women's restrooms converted into gender-neutral bathrooms by installing locks and changing signs.

Advanced

- Have new and renovated academic buildings include gender-neutral bathrooms.

Locker Rooms

Beginning

- Conduct a survey of campus locker rooms with private changing facilities and single-person showers and publicize this information through a website and brochure.

Intermediate

- Provide more privacy in public locker rooms, such as by creating individual showers with curtains.

Advanced

- Have new and renovated locker rooms include private changing facilities and single-person showers.

Records and Documents

Beginning

- Research and publicize state and campus procedures for officially changing one's name and gender designation.
- Identify and publicize the names of individuals within the registrar's office and human resources who can facilitate name and gender changes on records and documents.

Intermediate

- Enable transgender students to request an identification card with a name other than their birth name, even if they have not legally changed their name.

Advanced

- Establish a simple, one-stop procedure for transitioning employees and students to change the name and gender designation on their records and documents, including identification cards, listings in electronic and print directories, and files in admissions, financial aid, human resources, and the registrar's office.

Public Inclusion

Beginning

- Identify aspects of campus life that are organized along gender lines (fraternities and sororities, sports teams, student organizations, etc.) and educate these gender-based groups about the need for transgender inclusion.

Intermediate

- Build support within lesbian, gay, and bisexual student organizations to change their names and mission statements to include “transgender” and to provide trans and trans-inclusive programming.
- Change forms in admissions, residence life, student health, human resources, and other college units to allow for trans self-identification.

Advanced

- Advocate for student affairs offices, including student health, residence life, student activities, and campus multicultural centers, to adopt a trans-inclusive non-discrimination policy.
- Have a campus anti-harassment policy that includes “gender identity or expression” and make anti-transgender bias a part of campus bias reporting and response systems.
- Adopt a campus diversity statement that includes transgender people.
- Amend the institution’s non-discrimination policy to include “gender identity or expression.”

Programming, Training, and Support

Beginning

- Have an event or activity to commemorate the annual transgender Day of Remembrance (November 20) and hold trans-related events during LGBT pride weeks and awareness months.
- Create a web-based campus resource guide for new and prospective transgender students.

Intermediate

- Establish a transgender student organization or support group.
- Provide training sessions on transgender issues to campus staff, including senior administrators, police officers and other public safety officials, health-care workers, student union personnel, resident advisors and hall directors, campus religious leaders, financial aid, human resources, and registrar’s office workers, and clerical and support staff throughout the institution.

Advanced

- Include trans-focused and trans-inclusive programs as part of general campus programming.