Chatham University Policies and Practices Supporting Trans and Gender Identity Diverse (TGID) Members of our Community

Chatham University is committed to promoting a supportive and inclusive learning, living, and working environment for all members of the campus community. The following University policies and practices have been put in place to support students, faculty, and staff who identify across the gender spectrum, including those who identify as trans, gender non-binary, gender queer, and gender non-conforming.

Housing

- Students can request a roommate of any gender (no gender restrictions).
- Outdated terminology "co-ed" has been removed from all Room Selection information, replaced with the term "all-gender."
- The roommate search feature in StarRez software will allow students to define their own gender and change their Display Name in the system.
- Bathroom signage in all residence halls updated so that All-Gender restrooms are properly identified.
- Resident Assistants (RAs) and Orientation Leaders (OLs) will be trained on gender inclusion, particularly TGID. These programs will be led by TGID individuals whenever possible.
- RAs are asked to include pronouns on their own door signs and leave space on students' dorm door decorations for their pronouns.
- Residence halls will have a bulletin board with info about names and pronouns; the topic will be addressed at floor/residence hall meetings.

Facilities
- All-Gender restrooms on every campus: Shadyside, East Side, and Eden Hall.
- All-Gender restrooms in every Residence Hall.
- A list of All Gender Bathrooms is being prepared and will be made available.
- There are no restrictions on facility usage including restrooms and locker rooms.

Affirmed Name
- A new Affirmed Name policy has been proposed and is under review. This policy would cover campus systems including: University ID, login for myChatham, university email, Moodle, University Portal, housing portal, and athletic rosters.
- Students can list their affirmed name in Portal, which populates some university databases including Housing rosters and course lists.
- If requested, Student Affairs will print a new Chatham ID with an affirmed name at no additional cost to the student.

Pronouns
- The Office of Student Affairs will have educational literature on gender identity and pronouns, as well as pronoun buttons and ribbons, available upon request, when printing new Student and Staff IDs.
- Pronoun buttons/ribbons and educational literature are also available in the Women's Institute.
- An email will be sent to the campus community at the start of each semester to inform and provide a reminder about using pronoun ribbons.

Email
- At this time, a student's official email address cannot be changed until the student does a legal name change. I.T. can alter a student's email display name, but the email

address and username will remain the same. Students may contact Dr. Zauyah Waite, Vice President for Student Affairs & Dean of Students, to request that their email display name be altered to include their affirmed name. For example, if Carson Cougar wanted to change their display name "Carson" to reflect an affirmed name of "Branden" their email display name would show up as Cougar, C (Branden) or similar iteration.

- I.T. is exploring the possibility of a different naming convention for emails that does not include names.

Moodle

- Students can list an Alternate Name, which will show as part of their display name. This will still show the full legal name as well as the alternate name. An alternative option is for students to request a manual account by contacting instructionalservices@chatham.edu. Emails to this account are only seen by Lauren Panton and Becky Borello.
- Moodle profiles sync each night to the Active Directory, which includes only students' legally-recognized names. Students can ask to have their accounts set as "manual" accounts to prevent the automatic synching process with the Active Directory. When students update their names in Moodle it does not alter the official course roster, so you may see a discrepancy in names, for instance when you enter grades in portal at the end of the semester.

Rosters/Class Lists

- I.T. has generated a custom class list that will be emailed to faculty prior to the start of the semester that lists the students' last name, first name, and Affirmed Name. Please note, if faculty access course rosters through the Faculty Portal, student Affirmed Names will

not be included in the list. Therefore, all faculty are encouraged to utilize the lists provided by I.T.
- I.T. is developing a method for faculty to generate the custom class list on demand. Once created, faculty would be able to download the custom class list as frequently as needed.
- Course lists will take the "nickname" field from Portal, which students can alter to reflect their Affirmed Name by submitting a Change of Information Form in the Registrar's Office.

Syllabus
- The Chatham Academic Policy (CAP) Committee has reviewed and recommended amended language for the course syllabus (Statement of Inclusion; Policy Statement and Accessibility Statement.)
- The final syllabus template is posted on My.Chatham.

These policies and practices are a publication of the Diversity and Inclusion Council at Chatham University.

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