



UNIVERSITY of
DENVER

CENTER for MULTICULTURAL EXCELLENCE

Trans* Student Guide to Navigating DU Campus

Last Revised April 2017



C.B., Two Headed Boy, Used with permission.

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QUICK REFERENCE

*These two items are provided first as they are most often asked.
Additional topics and details follow.*

I. Need to Know Contacts

Campus Safety (24 hour lines)
Non-emergency: 303.871.2334
www.du.edu/campussafety

Emergency number: 303.871.3000

Health and Counseling Center (HCC)
303.871.2205
www.du.edu/duhealth

After hours: 303.871.3000 select option 1

Center of Multicultural Excellence (CME)
303.871.2942
www.du.edu/cme

DU Pride Portal: www.du.edu/pride

Center for Advocacy Prevention and Empowerment (CAPE)
303.871.3853
www.du.edu/cape

After hours: 303.871.3000

II. Bathrooms and Locker Rooms



Bathrooms

Below is an incomplete, but growing list of all the single occupancy and all-gender bathrooms on campus. The list and an interactive Google map of campus with same info are online at www.du.edu/pride/trans

If you have corrections or additions, please email details to lgbtiqa@du.edu.

CME is working with campus partners to develop & implement a consistent and inclusive signage & renovation/construction policy.

Building	Rm/Location (room # or description)	Signage	Occupancy	ADA?
AAC (library)	Main floor, hallway by computer lab, rm 261	man & woman	single	??
AAC (library)	Lower level, northeast side, near stacks, room 161	man & woman	single	??
AAC (library)	Upper level, northeast side, room 361	man & woman	single	??
Ammi Hyde (GSPP)	Upper level	man & woman	single	??
Anderson Academic	Main floor behind Café, rooms	man &	single	??

Commons (library)	210 & 211	woman		
Boettcher West	2 nd floor	man & woman	single	yes
Centennial Residence Hall	South Tower, 4 th floor	man & woman	single	??
Chambers Center (Women's College)	next to elevators, each floor	man & woman	single	yes
Chambers Center (Women's College)	north end of main hall, each floor	Man	single	yes
Craig Hall (GSSW)	1 st floor, west wing	all gender	multi	??
Craig Hall (GSSW)	2 nd , 3 rd & 4 th floors, near center of east wing	man & woman	single	yes
GSPP (Ammi Hyde)	Main level	Man & woman	single	yes
HCC Asbury	West end (2 rooms)	Man & woman	Single	yes
Leo Block Alumni Center	1 st floor, next to conference room (2 rooms)	man & woman	single	yes
Nagel residence hall	Main level, above food court			??
Nagel Residence Hall	multiple throughout basement level	man & woman	single	yes
Physics Bldg	Basement		Single	??
Ricketson (Sturm College of Law)	along eastern wall of each Library floor	man & woman	single	yes
Ritchie Rec Center	3rd floor north, near Health & Counseling Center	man & woman	Single	??
Ritchie Rec Center	basement level, in hallway to pool	man & woman	single	yes
Sturm Hall	279 (north end, near elevator)	all gender	multi	yes

IMPORTANT UPDATE: We are working with DU Facilities to **standardize signage for all single occupant and other designated all-gender restrooms using the sign at right.** (The sign honestly promises that the room houses at least a toilet. The ADA wheelchair and infant changing table symbols are added when accurate for the specific space.) This was begun in advance of a new Denver ordinance, requiring single occupant restrooms be all-gendered by mid-2018!



Gym/Locker Rooms

University policy and local law prohibits discrimination based on gender identity/expression.

However, DU has no specific policy regarding gender-labeled bath or locker rooms on campus. We encourage everyone to use the restroom and locker rooms they feel most comfortable in, as we pursue an affirming campus use policy, and additional facilities options.

Student Trans* Guide

III. Introduction

University policy, as well as Colorado and Denver law, protects all genuine expressions of someone’s identity.¹

This guide is a resource for current, past and prospective University students, who identify as transgender, gender-queer or otherwise outside the sex/gender binary. For simplicity’s sake, we will use the umbrella term “trans*” to encompass this diverse range of identities. We recognize that this label might not be the term everyone uses to describe themselves, but have tried to find a brief, recognizable term based on student input. While every individual’s journey is unique and different, DU LGBTIQA Services has provided this *Guide* to help answer some questions regarding the process of being trans* and/or transitioning on campus.

*** In light of the recent rollback of Federal Title IX policies many are worried and wondering about protections for Trans and non-binary conforming students, DU would like to reiterate that these students are safe on our campus and in this state. In 2008 Colorado legislation passed a bill ensuring that Colorado Students have the right to use facilities that best conform to their gender identity. These protections were not affected by the rollback. Furthermore, Denver University’s policies and protections all remain in place. DU and the State of Colorado remain committed to protecting ALL students.***

IV. University Protections

DU non-discrimination policies cover sex, sexual orientation, gender identity, and gender expression: www.du.edu/equalopportunity/policies/non-discrimination.html.

Sexual orientation has been included since 1995 and gender identity and gender expression by 2007. DU was among the first 8% of US colleges and universities to include all four categories explicitly in its governing policy. Beyond not discriminating, the University also affirmatively commits to include all peoples. See the Chancellor’s Statement at www.du.edu/chancellor/vision/diversitystatement.html.

V. Symbols Used in this *Guide*

Throughout this *Guide*, we use the symbols below to indicate the extent the University is inclusive/supportive on covered topics. As you’ll note, many things are in process; and will be updated in the *Guide* regularly.

		
Accessible and available	In Progress	Not currently possible or available

¹. The policy and legal protections are not meant to protect brief, merely entertaining or maliciously deceitful dress-up. So, for example, cross dressing for an afternoon (versus living so daily), for entertainment’s sake outside of entertainment settings (e.g., random drag in an office), and/or for the purpose of disrespecting people, disrupting normal business operations or hiding one’s identity from authorities—none of these would necessarily be protected by these laws and policies.



VI. Campus Resource Centers

CAPE (Center for Advocacy Prevention and Empowerment)

Providing support for victims of sexual assault and other relationship violence.

Part of the Health & Counseling Center, but based in the new HCC Asbury location (NW corner of University Blvd and Asbury Ave).

www.du.edu/cape or via HCC 303.871.2205

Campus Safety

Providing 24 hours a day, year-round support around physical safety, parking and crime prevention. You can also contact them for late night escorts, car lock-outs or dead batteries, etc.

Life-threatening emergencies dial 9-1-1 Other emergencies call 303.871.3000

www.du.edu/campusafety or 303.871.2334

CME (Center for Multicultural Excellence)

Providing support for historically underrepresented student communities, including LGBTIQ.

Undergraduate office is located in the Driscoll Underground (North ground floor, suite 018)

www.du.edu/cme/programs-services/lgbtiqa or 303.871.2942

HCC (Health & Counseling Center)

Providing medical and mental health care, health education and student insurance administration.

Located in the Ritchie Center, 3rd Floor north (on Buchtel Blvd facing I-25). Care options and appointments via web or phone.

www.du.edu/duhealth or 303.871.2205

PPC (Professional Psychology Clinic)

Sliding scale (income-based) counseling provided by the DU Graduate School of Professional Psychology. Open to the public.

Located at the Ammi Hyde bldg, off Harvard St at southern end of campus

www.du.edu/gsp/spp/services/ppc.html or 303.871.3626

Check the “Getting Help with gender-related issues” section (X) for additional resources.

VII. Campus Processes

These include topics that involve the government or other official DU documents that will be filed and maintained during your time at DU.



A. Preferred & Chosen Names

Currently, your legal name and sex marker are used by default in all campus records.

All affiliates can login to PioneerWeb and add a “Preferred Name,” which will be displayed instead of or alongside your legal first name in some cases, including course rosters and some written correspondence. We are working with campus partners to identify and post all examples of this supplemental name use.

In the 2017-18 school year, we also expect to activate a “chosen/professional name” field in the core University database, that will be used in some additional non-legal displays. Details of this will be announced when available. For now, the best option is to let campus contacts, such as instructors, know what name (and pronouns) they should use, whatever legal name is tied to your ID#. These options are complicated because University records must match the current name and sex identity of affiliates which is limited by constraints in the University database software (“Banner”).

The legal name and sex information in Banner dictates how you show up in almost all screens and reports across campus. For any legal records, and documents produced from them, University records *must* match government records to ensure that correct benefits are given to affiliates (e.g., financial aid awards, taxes paid credits, etc), and to avoid even the appearance of identity fraud.

Our TransAllies and Trans Net groups are working to identify which records are official legal documents (e.g., financial and payroll records, transcripts), and which are internal (e.g., student organization membership rolls), in the hopes that the University can meet both its government obligations AND its gender identity/expression equity commitments.



B. Admissions & Applications

Your application to the University, directly or through the Common Application (for traditional undergraduates), is the basis for all your records at DU. As it can be considered legal (contract) document, it must be completed using your current, legal name and sex marker. Some University-only records can later be updated to reflect your chosen name; but it is important that you use your current legal name and sex in these initial documents.

Similarly, applications for employment (student, staff or faculty roles) should be made using current legal name and sex marker.



C. Scholarships & Financial Aid

As potentially taxable financial transactions and legal contracts, all University-handled financial aid transactions must be conducted under your legal name. If/As you legally change your name/sex marker, you can update University records with the new, legal identity info (see below). This would only update campus records; you’ll also need to notify other financial providers and services (external scholarship providers, loan services, etc) directly. In some cases, the Financial Aid office can communicate using your chosen name and pronouns, so long as legal documents still reflect legal identity.



D. Name Change

The University cannot change some of its records unless you have changed your legal name and/or sex marker; this must be done through the appropriate government processes. The DU Sturm College of Law provides a summary of this process for Colorado at:

www.law.du.edu/index.php/the-colorado-law-project/how-do-i/change-my-name

Denver Fingerprinting (denverfingerprinting.com/productsservices.html#13) offers expedited fingerprinting and background checks. Once you have the court order you can submit the Name Change form at:

www.du.edu/registrar/media/documents/namechange.pdf



E. Pioneer (Student) ID card

Currently, your Pioneer ID is issued only in your legal name. We are working to clarify the process for substituting your registered Chosen/Professional name. (The cards have photo, but do not indicate sex/gender.)

Once you change your legal name and update University records (above), the Pioneer Card office can generate a new ID at no cost, as is the case for any legal name change (marriage, divorce, etc). You can request a new photo be taken at that time as well.



F. Email Address

You will be assigned an official DU email address ending in @du.edu (likely legal firstname.lastname@du.edu). While you can check this account through weboutlook, most students connect this address to an off-campus account such as live.com, gmail, yahoo. This allows you to use whatever name is on these off-campus accounts.

You can also create an alias (alternative address) for your DU address, by making a request through online service ticket (www.du.edu/uts/helpdesk) or calling the UTS HelpDesk (at 303.871.4700).



G. Classrooms

Course registration information will be your legal name by default, though currently your registered Preferred Name will *also* show on course rosters. We are working to have this same information appear on Canvas and for the Chosen/Professional Name to replace legal name entirely.

Until then, we suggest contacting each instructor *before* the first class meeting to explain how you should be addressed. Below is a sample email you can (adapt and) send once you have registered for classes.

Sample email to instructors re: chosen name and gender/pronoun:

Dear **[appropriate title and professor's name -- e.g., Dr. Salazar]**

I am a student in your upcoming **[class name, course number and meeting day/time]**, and wanted to write with an important request regarding my presence, participation and safety in your class.

Although I will likely appear on the class roster as **[legal name]**, I go by **[chosen name]**; and I would greatly appreciate your using that name and **[correct]** pronouns with me, and modeling the same to the rest of the class.

If you have any questions re: University policy around gender identity/expression equity, and/or for additional support around accurately and inclusively engaging these issues, please feel free to contact Dr Thomas Walker, Director of Inclusion & Equity Education **[, who is cc'd on this message *-if that's the case*]**: Thomas.walker@du.edu; phone: 303.871.4614, and/or visit www.du.edu/pride.

Thank you very much for your understanding. I'm looking forward to your class!

Your name
Your email address

We encourage instructors to have class members do self-introductions during the first course meeting(s), so that everyone can indicate what name (and pronouns) they go by. However, not every instructor will do this. Therefore, it's important for you to take initiative in introducing yourself to classmates.



H. Diploma, Graduation Programs & Transcripts

Transcripts are considered legal documents (verified evidence of education credentials) and must be issued under current legal name. However, diplomas and graduation ceremony printed programs are generally not legal documents. All graduates must enter the name they wish to have printed on their diploma, which will also appear in printed programs.

NOTE: In some nations, diplomas are considered legal documents; so be intentional with what name you choose.

ALUMN: We are working to clarify the process by which any graduate can order an updated transcript and diploma should their identity change later.



I. Campus Records

As described in pieces above, DU is working on a simple and consistent method for updating name and sex marker information across the many software systems across campus. In the meanwhile, there will be a lot of case-by-case fixing and notifying. Please check with CME LGBTIQA Services if you have specific questions, or would like help navigating these systems.



J. Payroll

If you receive paychecks from the University, they must be issued in your legal name, as registered with federal Social Security for tax reasons. If/As you legally change your name and update federal records, you can update your records with DU Shared Services for payroll changes.



VIII. Housing

A. Off-campus

DU resources: www.du.edu/housing/resources/offcampus.html

While it is illegal in the state of Colorado to refuse to rent to someone based on sex, sexual orientation, marital status, familial status, religion, etc. (Colorado Revised Statutes Annotated § 24-34-502), if you are living off campus, you will still need to feel out the attitudes of each landlord, property manager and roommates.

If you believe you are being discriminated against based on any protected identity, including sex, sexual orientation or transgender status, you can explore legal options with the Denver Metro Fair housing Center (dmfhc.org).

B. On-campus

Handled by DU Housing and Residential Education (HRE): www.du.edu/housing

Currently, you must apply separately for campus housing, once you have been accepted to the University. The StarRes Housing system asks for your “preferred” gender marker, where **you can enter your lived gender for use in housing assignments!** However, please note that a difference between your “preferred” and legal identity (from your application) will flag your application for personal followup, so that staff can work with you on what options are best for your specific situation, identity, expression, etc. To speed up this process, we suggest completing the online application and then contacting HRE’s Ast Director—Occupancy as soon as possible after applying.

If you are gender transitioning or come out (beyond the binary) **once in campus housing**, we recommend speaking with your professional staff Residence Director as soon as possible, so they can help identify needs and best options. There are also efforts underway to explore **mixed-gender housing**, at least for returning (second year+ students), in which all suitemates agree to share the suite’s bathroom(s) and common room with roomies of any gender.

HRE central and hall staff, and the Center for Multicultural Excellence, can also work with residents on whether/how to come out to room/hallmates, and navigating other in-hall systems. In all cases, the University is committed to maintaining the level of discretion and privacy that is best for the individual. At the same time, physical options may be limited by available spaces, current occupants in those spaces, etc.



IX. Health Insurance Coverage

The Health & Counseling Center (HCC) offers all students an insurance plan that can be charged automatically to your account. (Any student can use HCC; but this plan reduces your out of pocket costs.) Currently, the HCC-offered plans covers **counseling** (for any purpose) and hormone/testing costs, but *not* surgery. For counseling, students can use the Counseling Center staff, or, in some circumstances, be referred to off-campus providers with some cost coverage.

For medical care, HCC medical staff can also provide referrals to off-campus providers for services they don’t provide at the HCC, such as hormone administration (which HCC doesn’t offer for *any* conditions, eg insulin for diabetes). In these cases, the student insurance plan covers visits, labs, etc as it would for other conditions; however, students are responsible both for selecting the off-campus provider (eg from www.glbtcOLORADO.org/trans-resourcedirectory/wpbdp_category/clinics), *and* for covering any deductible, copays and coinsurance costs—which can be higher if provider isn’t part of insurance network.

Any private insurance students have instead or in addition will vary; contact them directly for information on what is covered and how.

NOTE: It is technically illegal for Colorado insurers to specifically exclude trans-related care, if they provide the same services for other reasons. However, they are not required to cover all available services. Check with your insurer well in advance to confirm all coverages.



X. On Campus Help with Gender-related Issues

In case of University services not being provided as promised, you can ask to speak to a higher authority (supervisor) in the specific situation, if you're comfortable doing so. Citing the University's non-discrimination policy and asking them what *can* be done (versus what they can't/won't do), can help remind employees of compliance and good service expectations.

Additionally, the following offices can help redress instances where you feel you've been treated differently based on identity:

- **Office of Equal Opportunity** (www.du.edu/equalopportunity/complaints) investigates possible violations of the University non-discrimination policy. Gender-related situations may be handled by the **Title IX** office: www.du.edu/equalopportunity/titleix
- **University Ombuds** (www.du.edu/ombuds) provides confidential and informal resource to help people navigate the University
- **CME's LGBTIQ&A Services**: www.du.edu/cme/programs-services/lgbtiqa
- all students can seek support from **Student Outreach and Support**: www.du.edu/studentlife/studentssupport
- Graduate students can also contact the **Office of Graduate Studies**: www.du.edu/learn/graduates/studentresources.html



A. Campus Organizations

- **TransNetwork**: CME is supporting the formation of a social and support network on campus for those identifying as transgender, gender queer or otherwise gender variant. We are helping the group determine its own name, specific purposes, gatherings, etc. Watch our calendar for next gatherings, and/or email lgbtiqa@du.edu with interest. (We will not share names or contact info, but will keep you informed so you can be as involved as you like.)
- **Trans/Allies**: This working group of students, faculty and staff focuses on implementing DU's gender identity and expression non-discrimination policy, by working on ways to make university procedures, practices and climate more inclusive for transgender, intersex and other gender non-conforming peoples; including, advocating for additional gender neutral restrooms on campus, streamlining campus procedures for recognizing gender self-identification, and ensuring equitable healthcare coverage. We have focused working groups to research specific areas for improvements; and are looking for interested folks of any identity to work on, take lead on and/or provide connections/ideas for particular items.
- **Genders & Sexualities Resource Team (GSRT)**: is a collaboration between the Center for Multicultural Excellence and the Gender & Women's Studies, to better support and expand campus resources, services and programs around the intersections of gender and sexualities.



B. Queer & Ally (Q&A) Network



All members of the DU community are invited to participate in the Queer & Ally (Q&A) Training as one such option in this ongoing effort to create an inclusive living, learning and working environment at DU. Those who complete both Q&A Levels 1 and 2 are invited to be a part of the Queer & Ally Network at DU, demonstrating an additional level of commitment to sexual orientation and gender identity/expression equity.

Looking for those displaying the Q&A Network rainbow placard (shown at right), and participating yourself, are great ways to access and support a campus-wide group of advocates and allies. Details and training schedule at www.du.edu/cme/programs-services/lgbtqa/qna.html



C. Campus Conferences

DU holds many events and Summits throughout the year. Many of these focus on themes of gender, identity more generally, and diversity. Check www.du.edu/diversity for events and updates; and note these major annual events:

- Diversity Summit www.du.edu/diversitysummit (January)
- Women's Conference: www.du.edu/duwomen/conference (March)
- SAAM (Sexual Assault Awareness Month events) (April)



D. Fraternity & Sorority Life (Greek system)

DU's **Fraternity and Sorority (Greek) Life** does not have a central policy on trans* students. As every chapter is governed by its national organization, their policies and process for trans* inclusive recruiting and member transition are different.

The **Lambda 10 Project** (www.campuspride.org/lambda10) serves as a clearinghouse for educational resources and educational materials related to sexual orientation and gender identity/ expression as it pertains to the fraternity/sorority experience, and has information for both individuals and interest chapters/nationals.



XV. Off-campus Resources

CME maintains lists of current on-and off-campus resources online at www.du.edu/pride/community
Some off-campus organizations specific to Trans* issues are:

- The Gender Identity Center of Colorado: www.gic-colorado.org
- Transgender Programs at the GLBT Center of Colorado: www.glbtcolorado.org/transgender
- Rainbow Alley (Queer Youth): www.glbtcolorado.org/rainbow-alley



XVI. Student Testimonials

As we gather stories and collect information from students on DU campus about their school experience we will share them here, so you can hear from peers what has worked for them, and where more work is needed. Have a tip or heads up to share? Email lgbtiqa@du.edu.

Acknowledgements and Sources

A HUGE thank you to those who helped make this document possible. Many schools had advanced Trans Guides, ideas and resources available to the Trans community on their campuses. These guides and resources formed the backbone of much of what you see today.

Sources include:

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www.oneonta.edu/development/gsrc/TransResourceGuide.asp

www.vanderbilt.edu/lgbtqi/transvu

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