



UNIVERSITY of  
DENVER

CENTER for MULTICULTURAL EXCELLENCE

# Trans\* Student Guide to Navigating DU Campus

Last Revised October, 2016



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](http://www.du.edu/campussafety)

**Emergency number: 303.871.3000**

**Health and Counseling Center (HCC)**  
303.871.2205  
[www.du.edu/duhealth](http://www.du.edu/duhealth)

After hours: 303.871.2205 select option 1

**Center of Multicultural Excellence (CME)**  
303.871.2942  
[www.du.edu/cme](http://www.du.edu/cme)

DU Pride Portal: [www.du.edu/pride](http://www.du.edu/pride)

**Center for Advocacy Prevention and Empowerment (C.A.P.E.)**  
303. 871.3853  
[www.du.edu/cape](http://www.du.edu/cape)

After hours: 303.871.3000

## II. Bathrooms & Locker Rooms

### Bathrooms

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

If you have corrections or additions, please email details to [lgbtqa@du.edu](mailto:lgbtqa@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 <sup>nd</sup> floor	man & woman	single	yes
Centennial Residence Hall	South Tower, 4 <sup>th</sup> floor	man & woman	single	??
Chambers Center (Women's College)	next to elevators	man & woman	single	yes
Chambers Center (Women's College)	north end of main hall, each floor	Man	single	yes
Craig Hall (GSSW)	1 <sup>st</sup> floor, west wing	all gender	multi	??
Craig Hall (GSSW)	2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> 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 <sup>st</sup> 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
Ricketson (Sturm College of Law)	along eastern wall of each Library floor	man & woman	single	yes
Ritchie Engineering				
Ritchie Center	3rd floor north, near Health & Counseling Center	man & woman	Single	??
Ritchie Center	basement level, in hallway to pool	man & woman	single	yes

## Gym/Locker Rooms

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

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

# Student Trans\* Guide

## III. Introduction

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

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.

## IV. University Protections

The current University non-discrimination policies cover sex, sexual orientation, gender identity and gender expression: [www.du.edu/equalopportunity/policies](http://www.du.edu/equalopportunity/policies)

Sexual orientation has been included since 1995, with gender identity and gender expression added in 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 Diversity Statement at: [www.du.edu/chancellor/vision/diversitystatement.html](http://www.du.edu/chancellor/vision/diversitystatement.html).

## V. Symbols

Throughout this *Guide*, we use the symbols below to indicate a rough idea of the University’s inclusive/ supportive on covered topics. As you’ll note, many things are in process; and so we’ll update the *Guide* regularly.

		
Accessible and available	In progress	Not currently possible or available

<sup>1</sup>. 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, would not necessarily be protected by these laws and policies.



## VI. Campus Resources

### **CAPE (Center for Advocacy Prevention and Empowerment)**

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

Part of the HCC, but based in the new HCC Asbury location (NW corner of University Blvd and Asbury St).

[www.du.edu/cape](http://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** or **Other emergencies call 303.871.3000**

[www.du.edu/campusafety](http://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](http://www.du.edu/cme/programs-services/lgbtiqa) or 303.871.2942

### **HCC (Health and 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](http://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](http://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. Chosen Name**

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

In the 2016-17 school year, we expect to activate a “chosen name” field that will be used in some, non-legal displays, such as course rosters, etc. For now the best option is to let campus

contacts, such as instructors, what name (and pronouns) they should use, whatever legal name is tied to your ID#. Details of this will be announced when available.

Having University records match the current and accurate gender identity of affiliates is limited by constraints in the University database software (“Banner”), and the practical necessity for some records to match legal government records exactly (whatever their accuracy or inclusiveness).

The legal name and sex info in Banner dictates how you show up in all screens and reports across campus. And, for any legal records, and documents produced from them, University records must match government records, both 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. Admission & Applications**

Your application to the University for enrollment, either directly or through the Common Application (for traditional undergraduates), is the basis for all your records at DU. As admission and many others are legal records, the application must be completed using your current, legal name and gender marker.

If/As you legally change your name/gender marker (below), you can update University records with the new, legal info.

As noted above, we are working to substitute a chosen name where possible; but it is important that you use your legal name in these initial documents so not appear to misrepresent yourself on these legal contracts.



## **C. Scholarships & Financial Aid**

As potentially taxable financial transactions and legal contracts, all University-handled financial aid must be conducted under your legal name.

If/As you legally change your name/gender marker (below), you can update University records with the new, legal info. This would only update campus records; you'll also need to notify other financial aid providers (external scholarship providers, loan services, etc) directly.



## D. Name Change

The University cannot change some of its records until you have changed your legal name or gender 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](http://www.law.du.edu/index.php/the-colorado-law-project/how-do-i/change-my-name)

Among other options, Denver Fingerprinting ([denverfingerprinting.com/products-services.html#13](http://denverfingerprinting.com/products-services.html#13)) offers expedited fingerprinting and background checks.

Once you have court order for name change, you can submit a Name Change form and required documents to the DU Registrar: [www.du.edu/registrar/media/documents/namechange.pdf](http://www.du.edu/registrar/media/documents/namechange.pdf) This form can be filled out electronically if you do not wish to submit the documents in person. In order for the application to be accepted, you must attach a copy of an official form of identification such as a driver's license, state ID, passport, social security card or etc.



## E. Student ID

Currently, your Pioneer ID will be issued only with your legal name. We are working to add or/substitute your chosen 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 changes (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](mailto:firstname.lastname@du.edu)). This is only a forwarding address, which you can connect to an off-campus account such as live.com, gmail, yahoo.

However, there is an easy process to create an alias (alternative address) your DU account. By making the request through online service ticket ([www.du.edu/uts/helpdesk](http://www.du.edu/uts/helpdesk)) or calling the UTS HelpDesk (at 303.871.4700), you can create an alias.



## G. Classroom

Course registration information will be in your legal name by default. This includes rosters provided to instructors and online learning platforms (Canvas).



Until we are able to implement the chosen name field in Banner, 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 Educational Programs & LGBTIQA Services at the University's Center for Multicultural Excellence **[, who is cc'd on this message -if that's the case]**: [Thomas.walker@du.edu](mailto:Thomas.walker@du.edu); phone: 303.871.4614, and/or visit [www.du.edu/pride](http://www.du.edu/pride).

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

**Your name**

**Your email address**

We also 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 and Transcripts**

Transcripts are considered legal documents (verified evidence of education credentials) and must be issued under current legal name.

By default, actual diplomas and graduate programs are generated from the same data.

We are working on 1) how the diploma and programs might use chosen name instead/in addition to legal name; and 2) to develop a process for updating records to reflect post-graduation name changes.



## I. Campus Records

We do not yet have a simple or consistent method for adding to or replacing legal name/identity info in most campus systems. So, there will be a lot case-by-case fixing until more comprehensive improvements are finalized.

Please check with 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 Human Resources for payroll changes.

# VIII. Housing

## A. Off-campus:

DU resources: [www.du.edu/housing/resources/offcampus.html](http://www.du.edu/housing/resources/offcampus.html)

While it is illegal in Colorado, to refuse to sell or 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 have to feel out the attitudes of each landlord or property manager.

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](http://dmfhc.org))



## B. On-campus:

Handled by Housing and Residential Education: [www.du.edu/housing](http://www.du.edu/housing)

Currently, the DU campus housing is default assigned based on your Banner data (legal sex), and has no formal process yet for handling assignments otherwise. However, our new Housing database system (StarRes) does have a “preferred” gender marker which can be used instead; and there are other, informal processes for roommate matching, etc.

When completing your separate, housing application, indicate your correct gender identity, and contact HRE's Ast Director—Occupancy (well in advance) or your Residence Director (once in the halls), to discuss facility and roommate options that will work best for you.

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 restroom(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.



## IX. Insurance Coverage & Medical Care

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 rare 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 diabetes). In these cases, the insurance covers visits, labs, etc as it would for other conditions; however, students are responsible both for selecting the off-campus provider (eg from [www.gbtcolorado.org/trans-resource-directory/wpbdp\\_category/clinics](http://www.gbtcolorado.org/trans-resource-directory/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.



## X. 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), 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](http://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](http://www.du.edu/equalopportunity/titleix)
- **University Ombuds** ([www.du.edu/ombuds](http://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](http://www.du.edu/cme/programs-services/lgbtiqa)
- All students can seek support from **Student Outreach and Support**: [www.du.edu/studentlife/studentsupport](http://www.du.edu/studentlife/studentsupport)
- Graduate students can also contact the **Office of Graduate Studies** [www.du.edu/learn/graduates/studentresources.html](http://www.du.edu/learn/graduates/studentresources.html)

## XI. Campus Organizations

*The following are a few organizations focused on Trans\* and gender-related issues. Details on all are available at [www.du.edu/pride](http://www.du.edu/pride)*

- **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 have a trans\* identified volunteer convener, and will help the group determine its own name, specific purposes, gatherings, etc. Watch our online calendar for next gatherings, and/or email [lgbtiqa@du.edu](mailto: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.
- **The 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.



## XII. Greek Life

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\* institution, or member transition, are different.

The **Lambda 10 Project** ([www.campuspride.org/lambda10](http://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.



## XIII. 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, 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/lgbtiqa/qna.html](http://www.du.edu/cme/programs-services/lgbtiqa/qna.html)



## XIV. Conferences

DU holds many diversity related events and conference throughout the year; and many of these focus on issues related to gender and identity. Some include:

- Diversity Summit [www.du.edu/diversitysummit](http://www.du.edu/diversitysummit)
- SAAM/S (Sexual Assault Awareness Month and Summit)
- Women's Conference: [www.du.edu/duwomen/conference](http://www.du.edu/duwomen/conference)



## XV. Off-campus Resources

We maintain lists of current on-and off-campus resources online at [www.du.edu/pride/community](http://www.du.edu/pride/community)

Specific to Trans\* issues are:

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

[involved.unl.edu/lgbtqa/trans](http://involved.unl.edu/lgbtqa/trans)

[www.bowdoin.edu/queer/pdf/trans-student-guide.pdf](http://www.bowdoin.edu/queer/pdf/trans-student-guide.pdf)

[www.canstockphoto.com](http://www.canstockphoto.com)

[www.lloydmelnick.com/2013/08/](http://www.lloydmelnick.com/2013/08/)

[www.oneonta.edu/development/gsrc/TransResourceGuide.asp](http://www.oneonta.edu/development/gsrc/TransResourceGuide.asp)

[www.vanderbilt.edu/lgbtqi/transvu](http://www.vanderbilt.edu/lgbtqi/transvu)

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missed information or just edits!**

**Email: [lgbtiqa@du.edu](mailto:lgbtiqa@du.edu)**

**[www.du.edu/pride](http://www.du.edu/pride)**

**[www.facebook.com/QatDU](http://www.facebook.com/QatDU)**