

## TRANSGENDER EQUAL OPPORTUNITY POLICY

I. Policy Section  
6.0 Human Resources

II. Policy Subsection  
6.1 Transgender Equal Opportunity Policy

III. Policy Statement

GRCC is committed to a College culture that respects and values all students and employees, and fosters understanding of gender identity within the College community. All students and employees will adhere to procedures established in connection with this policy to ensure a safe working and learning environment, free of discrimination and harassment, which promotes the educational and social wellbeing of transgender students and employees.

IV. Reason for the Policy

To accommodate, support and protect transgender students and employees from discrimination and harassment.

V. Entities Affected by this Policy

A. All students, employees and community guests.

VI. Who Should Read this Policy

- A. Students
- B. Employees
- C. Board of Trustee Members
- D. Members of the community

VII. Related Documents

A. Resources for Transgender Students:

Students should contact GRCC counseling faculty to confidentially discuss support needs. Counseling faculty have been trained to be a source of support for students regarding gender identity, gender expression and sexual orientation.

B. Resources for Transgender Employees:

Employees should contact their Human Resources Generalist to discuss support needs under this policy.

C. The following organizations provide support to transgender individuals:

- GLSEN (The Gay, Lesbian, Straight Education Network) is a prominent organization supporting GLBT youth. They have resources about creating safe and supportive environments for students.
- The Trevor Project is the leading national organization focused on crisis and suicide prevention efforts among lesbian, gay, bisexual, transgender and questioning youth.
- Transgender Michigan is an organization in Michigan which provides advocacy, support and education while also creating coalitions in the state of Michigan.
- The Network is an organization in West Michigan which offers resources, support, social opportunities, and education to people of all sexual orientations and gender identities.

VIII. Contacts

- A. Director of EEO Compliance (Title IX Coordinator): Policy owner
- B. Deputy Title IX Coordinators
- C. Executive Director of Human Resources

IX. Definitions

A. Sex:

The classification of people as male or female. At birth infants are assigned a sex, usually based on the appearance of their external anatomy. (This is what is written on the birth certificate.) However, a person's sex is actually a combination of bodily characteristics including: chromosomes, hormones, internal and external reproductive organs, and secondary sex characteristics.

B. Gender Identity:

One's internal, deeply held sense of one's gender. For transgender people, their gender identity or behavior does not conform to that typically associated with the sex they were assigned at birth. Most people have a gender identity of man or woman (or boy or girl). For some people, their gender identity does not fit neatly into one of those two choices. Unlike gender expression (see below) gender identity is not visible to others.

C. Gender Expression:

External manifestations of gender, expressed through one's name, pronouns, clothing, haircut, behavior, voice, or body characteristics. Society identifies

these cues as masculine and feminine, although what is considered masculine and feminine changes over time and varies by culture. Typically, transgender people seek to make their gender expression align with their gender identity, rather than the sex they were assigned at birth.

D. Sexual Orientation:

Describes an individual's enduring physical, romantic and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. Transgender people may be heterosexual, lesbian, gay, or bisexual. For example, a person who transitions from male to female and is attracted solely to men would identify as a heterosexual woman.

E. Transgender:

An umbrella term for people whose gender identity and/or gender expression differs from what is typically associated with the sex they were assigned at birth. People under the transgender umbrella may describe themselves using one or more of a wide variety of terms - including transgender.

F. Transitioning:

Transitioning refers to processes undertaken by some transgender people to align their gender expression with their gender identity. Aspects of transitioning may include social processes (e.g., telling others, changes in appearance, using a preferred name and/or different pronouns), medical processes (e.g., hormone therapies, gender confirmation surgery), and/or legal processes (e.g., obtaining a court-ordered name change and/or change in legal sex designation). The processes undertaken vary widely from one transgender person to another.

X. Procedures

A. Campus Records:

To the extent that GRCC is not legally required to use an employee's or student's legal name and gender on College records or documents, GRCC shall use the name and gender preferred by the student or employee.

B. Restrooms:

All students and employees may use gender neutral restroom facilities at GRCC.

Students and employees may use any gender specific restroom that is consistent with their consistently asserted gender identity or gender expression.

C. Privacy:

Except as set forth herein, College personnel shall not disclose information that may reveal a student's transgender status. Under the Family Education Right to Privacy Act (FERPA), only those College employees with a legitimate educational need may have access to a student's records or the information contained within those records. Disclosing confidential student information to other employees, students, parents, or other third parties may violate privacy laws, including but not limited to FERPA. Transgender students have the ability, as do all students, to discuss and express their gender identity and expression openly and decide when, with whom, and how much of their private information to share with others.

D. Names/Pronouns:

Students and employees should be addressed using the name and pronoun corresponding to their gender identity that is consistently asserted at GRCC. Students are not required to obtain a court ordered name and/or gender change or to change their student records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. To the extent possible, and consistent with these guidelines, College personnel should make every effort to maintain the confidentiality of the student's transgender status. Students who need to change their names under this policy should submit this request to the Student Records Office by completing the Preferred Name Request Form. Employees who need to change their names under this policy should submit their names to their Human Resources generalist.

E. Raider Cards and E-mail addresses:

Student and employee IDs will be issued in the name that reflects an individual's gender identity that is consistently asserted at College. Once a student has submitted the Preferred Name Request Form to the Student Records office and the name change is completed, the student may visit the Raider Card office for an updated Raider Card. Employees should contact their Human Resources generalist to process their request, and may then visit the Raider Card office for an updated Raider Card.

Should a student or employee need to change the gender designation linked to their Raider Card or their e-mail address to include the name that reflects the individual's gender identity consistently asserted at College, they should contact the Director of Equal Opportunity Compliance, who will meet with them and change their Raider Card and email information appropriately.

F. Sports and Physical Education:

Transgender students have the same opportunities to participate in physical education as all other students. Students may participate in physical education and sports in accordance with the student's gender identity that is consistently asserted at College. Participation in competitive athletic activities

and contact sports will be resolved on a case-by-case basis by the Director of EEO Compliance/Title IX Coordinator.

G. Restroom and Locker Room Accessibility:

GRCC aims to support transgender students and employees while ensuring the safety of all. The use of restrooms and locker rooms by transgender students, employees and members of the community requires colleges to consider numerous factors, including, but not limited to: the transgender individual's preference; protecting privacy; maximizing social integration; minimizing stigmatization; ensuring equal opportunity to participate; the student's age; and protecting the safety of all persons.

A transgender student or employee who expresses a need or desire for increased privacy will be provided with reasonable alternative arrangements. Reasonable alternative arrangements may include the use of a private area, a separate changing schedule, or use of a single stall restroom. Any alternative arrangement should be provided in a way that protects the individual's ability to keep his or her transgender status confidential.

A transgender person may not be required to use a locker room or restroom that conflicts with the individual's consistently asserted gender identity.

H. Gender Segregation in Other Areas:

In any other circumstance where students are separated by gender in College activities (i.e. overnight field trips), students will be permitted to participate in accordance with their gender identity consistently asserted at College. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case-by-case basis considering the factors set forth above.

XI. Forms

- A. Preferred Name Request Form (v 1.0)
- B. Email Change Request Form (v 1.0)

XII. Effective Date

August 2015

XIII. Policy History

August 2015 - New Policy

February 2016 - Updated to detail procedure for requesting changes in student/employee's official documentation at GRCC.

XIV. Next Review/Revision Date

August 2019