

# Best Practices for Trans\* Students at Hampshire College

*Hampshire College does not discriminate on the basis of race, age, color, national origin, religion, sex (including sex stereotyping), sexual orientation, gender identity and expression, disability, genetic information, or military service in the admission of students; administration of its educational policies, scholarships, and loan programs; and athletic and other College-administered programs. – Hampshire College Notice of Non-Discrimination*

Hampshire College is strongly committed to the inclusion of all members of our community. As such, we have prepared a best practices guide for faculty for how to support trans\* students in their classes. This best practices guide is meant to be read in conjunction with Mateo Medina's *Preferred Gender Pronouns for Faculty* guide, and Dean Spade's *Some Very Basic Tips for Making Higher Education More Accessible to Trans Students*.

## **Preferred Names and Pronouns**

Students should always be asked for their preferred names and pronouns, and their preferred names and pronouns should be used consistently throughout the course; in written materials, class discussions, narrative evaluations, etc.

## **Taking Attendance**

Taking attendance on the first day of class can out trans\* students whose preferred names do not match their legal names, as well as students who just prefer to use a name different from their legal name. It is therefore necessary to call roll in a way that allows students to use their preferred name from the beginning, so the class only hears the name that the student uses.

One simple way to do this is to call roll by last name, and to have students respond with their preferred first name and pronouns. For example, a professor would call "Robinson" and a student would respond "Susanna, and I use she/her/hers for pronouns." Everyone's preferred name and pronoun can then be noted on the class roster. One professor pointed out that when asking students for their preferred pronouns, it is important to "have everyone do it so that no one is singled out."

If a professor prefers to take attendance by passing around a sheet of paper, it is important to not pass around the official class roster, which may include names students do not use. Instead, pass around a blank sheet of paper with spaces for students' preferred names, pronouns, year, etc. Alternatively, every student can be given an index card and asked to write down their information, which can be helpful if the professor wishes to ask more personal questions, such as why the student chose the class, or what the student hopes to gain from the class.

### **Moodle**

Students who have preferred names different from their legal names can change their name on Moodle at Central Records. If you have students who have preferred names different from their legal names, please advise them that they can change their names on Moodle and therefore participate fully in the class's Moodle.

### **Directory**

The old Directory (<https://intranet.hampshire.edu/directory/>) now lists preferred names. The BetaHub Directory (<https://directory.hampshire.edu/>) does not currently list preferred names, and therefore should not be used as a definitive source on students' names. This is in the process of changing.

### **Writing Evaluations**

Hampshire College's unique system of narrative evaluations poses specific challenges for trans\* students, as they may prefer to have different names and pronouns used on their evaluations from the name and pronouns used in class. Please check with your students several weeks before writing an evaluation and ask them what name and pronoun they would like to have used in their evaluation. This can be done quickly over email, and should not be done in a public forum.

### **Continuing Education**

This guide is meant to list concrete examples of how to best include trans\* students in your classes at Hampshire College. More information on how to make your class more inclusive of and accessible to trans\* students is available in the accompanying resources.