MC MONTGOMERY COLLEGE   Memorandum

Office of Compliance, Risk, and Ethics

To: The College Community

From: Christopher Moy
              Director of ADA and Title IX Compliance

Subject: **Creating an Inclusive Environment**

Date: September 11, 2019

Montgomery College is committed to creating and sustaining a safe, non-discriminatory, and inclusive learning environment for all students, including those who identify with a gender that is different from their gender-assigned-at-birth or express their gender identity in a non-binary way (neither masculine nor feminine stereotypes). This memo provides guidelines in accordance with MC policies as well as courtesies that demonstrate equity and inclusion. While this memo speaks primarily to interactions with students, it is best practice to apply this approach when engaging with colleagues. Not only does this respect the identities of those who are gender non-conforming, but it creates a culture of inclusion and diversity that benefits all students, staff, faculty, and administrators. Research shows that making learning spaces accessible to non-majority students enhances the creativity, problem solving, and decision-making ability of all students (Levine and Stark 2015; Phillips 2014).

MC Policies – The College's Equal Employment Opportunity and Non-Discrimination Policy (31006) and Equal Education Opportunity and Non-Discrimination Policy (41002) make clear that **discrimination against persons on the basis of gender, gender identity, or expression in its educational programs and activities is prohibited.** MC's non-discrimination policy highlights the need to establish collegewide best practices for respecting gender identity and expression on MC's campuses.

MC Practices – It is our responsibility to provide a supportive environment where all students are free to be who they are. One aspect of creating such an environment is providing safe, accessible, and convenient restroom facilities. Montgomery College supports individuals in the use of all restroom facilities that correspond to their identity, as well as restrooms that are designated gender-inclusive. Individuals should use the restroom that makes them feel most comfortable.

Gender-inclusive facilities are available to all students, staff, and faculty and serve diverse needs, including: privacy; managing child/family, medical, or disability issues; and for people who identify as transgender. Be aware of the gender-inclusive restrooms located on each campus, listed below, and be prepared to provide directions. This list is posted on Montgomery College's Title IX website.

Gender-Inclusive Restrooms:

Germantown Campus:
- Humanities and Social Sciences Building (HS) – (Located adjacent to the Child Care Room 012)

Rockville Campus:
- Campus Center (CC) – Rooms 028, 017C, 014F, and 109E
- Computer Science (CS) – Rooms 129A and 129B
- Gordon and Marilyn Macklin Tower (MT) – Rooms 003B, 003C, 020A, 104B, 104C, 302B, 302C, 401, 402, 500A, 500B, 600A, and 600B
- Robert E. Parilla Performing Arts Center (PA) – Rooms 115 and 117
- South Campus Instruction Building (SB) – Room 018
- Student Services Building (SV) – Room 130
- Theatre Arts Building (TA) – Rooms 116 and 117

Takoma Park/Silver Spring Campus:
- Cultural Arts Center (CU) – Room 108
- North Pavilion (NP) – Room 002

Preferred Name/Pronouns – To foster a College environment that is inclusive and that encourages self-expression, Montgomery College has established guidelines whereby any current student or employee may use a preferred or chosen first name on campus. It is the practice of the College that students, faculty, staff, and administrators may use whatever preferred or chosen first name they want, regardless of whether they have legally changed their name, except where their legal names are required by law, industry standard, or strong business need. The process for using a preferred name can be found on the Title IX website.

Using an individual's preferred pronouns and preferred name is respectful behavior and creates a truly inclusive and welcoming environment for transgender and gender-nonconforming students. Identify yourself and your pronouns in introducing yourself and use the pronouns others want used. Be inclusive and be open to using the pronouns the student or a work colleague indicates as appropriate.

A culture of civility is grounded in respect. By following the guidance provided in this memo, members of our community will be better positioned to respect the various gender expressions reflected in our diverse community.

If you have any questions or concerns, please contact:

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