
INCLUSIVE LANGUAGE

TRANS & NONBINARY TERMS

While inclusive language and terminology relating to LGBTQIA community is always evolving, this document highlights current better practices regarding language commonly associated with or used for the transgender and nonbinary community.

IN USE

- Transgender/Trans
- Transgender people
- Transgender Man/Woman
- Gender Affirmation Surgery
- AFAB/AMAB

The “In Use” terms on the left represent current better practice. Each term is defined below:

- Transgender: a person whose gender is not in alignment with the sex assigned to them at birth.
- Transgender man: a man who was assigned female at birth.
- Transgender woman: a woman who was assigned male at birth.
- Gender Affirmation Surgery: surgeries undertaken by transgender people to feel more affirmed in their gender.
- AFAB: used medically to denote a person who was Assigned Female at Birth
- AMAB: used medically to denote a person who was Assigned Male at Birth

The “Out Dated” terms on the right represent terminology that may cause offense or negatively impact members of the LGBTQIA community. While individual terms may be used by members of the LGBTQIA community (identified with an asterisk), allies should generally avoid using these terms.

If you have questions about any of these terms or would like to discuss their use deeper, please reach out to the professional staff of the LGBTQIA Resource Center at lgbtqia@gatech.edu.

OUT DATED

- Transgendered
- Transgenders
- MtF/FtM
- Sex Change/The Surgery
- Born a Man/Woman
- Biological Man/Woman
- Transexual
- Fag*
- Homosexual*
- Hermaphrodite
- Lifestyle
- Male/Female Pronouns
- HeShe, Shemale, It*
- Preference
- Pre-op/Post-op
- Transexual
- Tranny*
- Dyke*
- Preference
- Pre-op/Post-op



SUPPORTIVE PRACTICES AT GEORGIA TECH

NAME CHANGES

The [Name Change Form](#) on the Registrars website can be used by students to declare a chosen/preferred name or to update a legal name change. If you submit a Chosen/Preferred Name update, your legal name will still appear in payroll records, student transcripts, and financial aid departments/information.

BUZZCARDS

Students who submit a name change can also get a new Buzzcard with their preferred/chosen name printed on the front (legal name will appear on the back). When you schedule your appointment, let them know that you've updated your chosen name.

GENDER INCLUSIVE RESTROOMS

Located throughout campus, these restrooms are single-user and many are ADA compliant. Find them on the [GT Campus Map](#).

GENDER INCLUSIVE HOUSING

On-campus residents can participate in GIH and live with roommates regardless of gender or legal sex. GIH housing assignments each have access to a gender inclusive restroom. [Learn more about GIH](#).

STAMPS HEALTH SERVICES

STAMPS offers a variety of [LGBTQIA inclusive services](#). Students with general health, HIV prevention/treatment, trans health, and counseling are encouraged to seek assistance.

STUDENT EMERGENCY FUND

Administered by the LGBTQIA Resource Center this fund provides emergency funding to students. [Learn more and find the application on the Center website](#).



Questions about any of these practices?

Email Tegra Myanna (they) at tegra@gatech.edu

INCLUSIVE CLASSROOMS

A Resource for Georgia Tech Faculty and Advisors

Negative attitudes and behaviors toward LGBTQIA students can create significant obstacles to their success. This resource provides strategies for creating LGBTQIA-inclusive classrooms. For a more comprehensive training on LGBTQIA inclusion at Georgia Tech, please visit the [LGBTQIA Resource Center website](#).

CLASSROOM PRACTICES

INCREASE YOUR KNOWLEDGE

Refresh yourself on LGBTQIA terminology and basic concepts each semester.

MAKE YOUR SYLLABUS INCLUSIVE

Review your syllabus prior to the start of classes and remove any language that excludes or marginalizes LGBTQIA people. Add a statement of inclusion to it and establish guidelines for respectful classroom discussion and interactions.

NAMES AND PRONOUNS

On the first day of class, call roll by last name and ask students to respond using their first name and pronouns. Explain why you are doing so. Model the behavior through your own introductions, and include your pronouns in your course syllabus, online bio, and email signature.

Do not address mismatches of names during class; instead, contact the student later, in private or by email.



In a large class, use a class survey or table tents for each student, where they can write their own name and pronouns. It will be easiest for students to update their name in virtual settings. Provide time and encourage students to update their name and pronouns each class session.

AVOID MAKING ASSUMPTIONS

We can't assume to know someone's sexuality or gender. If you do not know a student's name or the pronouns a student uses, refer to them by gender-inclusive descriptors, such as "the student seated in the back corner" or "the student in the yellow shirt." Use they/them pronouns until you know the pronouns someone uses for themselves.

KNOW THE LOCATION OF GENDER-NEUTRAL RESTROOMS

Point out the location of the nearest [gender-inclusive restroom](#) so students can access it before/after class or during breaks.

Adapted from original text by Dean Spade, Assistant Professor of Law, Seattle University School of Law and the Gender & Sexuality Campus Center at the University of Wisconsin-Madison.



**LGBTQIA
Resource Center**
Lesbian, Gay, Bisexual, Transgender,
Queer, Intersex, Asexual



USE INCLUSIVE LANGUAGE AND EXAMPLES

Incorporate LGBTQIA-affirming examples, case studies, and readings into your classroom and curriculum. Facilitate class discussion on LGBTQIA topics. Avoid using gendered language such as he or she or addressing a group as “ladies and gentlemen.” Instead, use non-gender-specific language, such as “everyone” or “students”. Avoid dividing students into male and female groups.

DO NOT USE OR TOLERATE ANTI-LGBTQIA HUMOR OR REMARKS

Shut down harmful conversations, speculation, or inappropriate humor. Hold others accountable and address issues directly and immediately with the students or colleagues responsible. Follow up with the student(s) being excluded to offer support.

Subjective	Objective	Possessive Adjective	Possessive Pronoun	Reflexive
She	Her	Her	Hers	Herself
Ze	Zim	Zir	Zirs	Zirself
They	Them	Their	Theirs	Themselves
He	Him	His	His	Himself
Xe	Xem	Xyr	Xyrs	Xemself

Note: Use this chart as an example of how to conjugate the most-common pronoun sets.

Adapted from original text by Dean Spade, Assistant Professor of Law, Seattle University School of Law and the Gender & Sexuality Campus Center at the University of Wisconsin-Madison.

ADDRESS MISTAKES

If you make a mistake about someone’s pronoun, correct yourself. This saves the person who was misidentified from having to correct an incorrect pronoun before it is planted in the minds of anyone who heard you.

CORRECT OTHERS

Allowing the mistake to go uncorrected ensures future uncomfortable interactions for the person who is being misidentified. For example, if a colleague uses the incorrect pronoun for a student, simply respond with, “I believe Gina uses she and her pronouns.”

WHY SHOULD I INCLUDE PRONOUNS?

It provides an opportunity for others to tell us how they want to be referred to and disrupts the likelihood of us making assumptions that could lead to misgendering and microaggressions.

CHOSEN/PREFERRED NAME UPDATES:

The Institute offers the ability for a student to designate a preferred first name and/or middle name or initial in addition to their legal name. The name will appear instead of the legal name in the Georgia Tech online directory and in many other campus systems, including class and grade rosters propagated by Banner/OSCAR. The Name Change Form and additional details are available on the [Registrar's Website](#). **NOTE:** Not all campus systems pull from the same data source. Be sensitive to any discrepancies.

LEARN MORE

Participate in the Safe Space and other programs offered by the LGBTQIA Resource Center. For more information visit <http://lgbtqia.gatech.edu>.

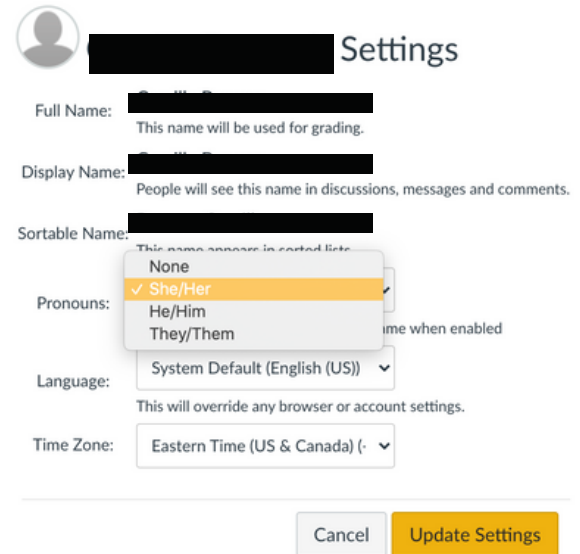


HOW TO ADD YOUR PRONOUNS AT GEORGIA TECH

In Canvas, Slack, and Zoom

CANVAS

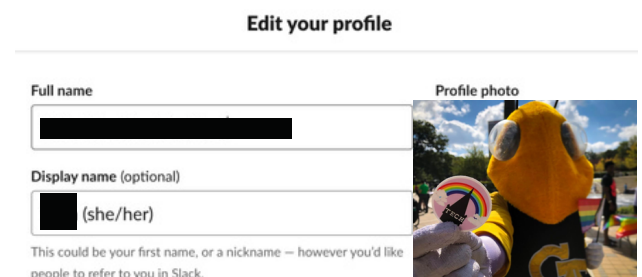
In the Global Navigation, click the Account button (above the Dashboard button), then click the Settings link. Click the Edit Settings button. In the Pronouns drop-down menu, select your pronouns. Click the Update Settings button.



The screenshot shows the 'Settings' page for a user. The 'Pronouns' field is open, showing a dropdown menu with the following options: 'None', 'She/Her' (selected with a checkmark), 'He/Him', and 'They/Them'. Other visible fields include 'Full Name', 'Display Name', 'Sortable Name', 'Language' (set to 'System Default (English (US))'), and 'Time Zone' (set to 'Eastern Time (US & Canada)'). At the bottom right, there are 'Cancel' and 'Update Settings' buttons.

SLACK

If there is not a "Pronoun" field that the creator of the workspace created in your Slack, you can simply go to the "You" tab on Slack. Once there, you click on your name, and then you can edit your "Display Name" and include your first name and pronouns.



The screenshot shows the 'Edit your profile' page in Slack. The 'Full name' field is filled with a redacted name. The 'Display name (optional)' field contains '(she/her)'. To the right is a 'Profile photo' of a person in a yellow mascot costume. Below the display name field, there is a note: 'This could be your first name, or a nickname – however you'd like people to refer to you in Slack.'

HOW TO ADD YOUR PRONOUNS AT GEORGIA TECH

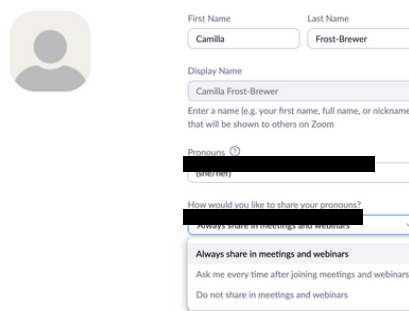
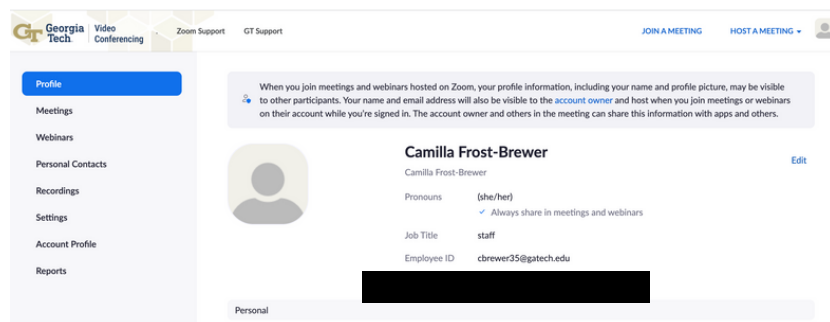
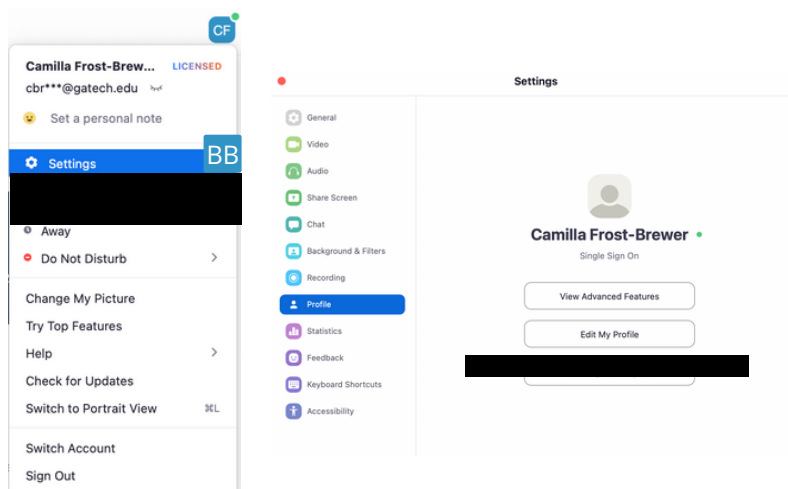
In Canvas, BlueJeans, Slack, and Zoom

ZOOM

You can access how to change your pronouns through gatech.zoom.us, which will open the Georgia Tech Zoom web portal.

If you are accessing Zoom from the desktop app, click on the box with your initials in the top right corner of the window. Click Settings, scroll down to Profile, and finally click on Edit My Profile. This will take you to the Zoom web portal.

Once in the Zoom web portal click the Profile button in the list on the left, then click the Edit button directly to the right of your name. You will be able to write in your pronouns and choose how you would like to share your pronouns. Click the Save button.



Local and National LGBTQIA+ Resources

Youth Orgs

- [Trans and friends decatur](#)
- [lost-n-found youth atl](#)
- [The Trevor Project](#)
- [Covenant House GA](#)

Healthcare

- [AID Atlanta](#)
- [positive impact atl](#)
- [Feminist Women's Health Center - Trans Health Initiative](#)
- [Planned parenthood](#)
- [American foundation for suicide prevention - Georgia Chapter](#)
- [NAESM, Inc.](#)
- [Sisterlove, inc.](#)

Support, Advice, & Advocacy

- [PFLAG ATL](#)
- [Georgia Equality](#)
- [Trans Lifeline](#)
- [Lambda Legal](#)
- [ACLU of Georgia](#)
- [Stonewall Bar Association](#)
- [Community Estr\(EI/La\)](#)
- [Raksha, Inc](#)

Housing

- [Trans Housing Atlanta program](#)
- [Trans Housing Coalition](#)
- [Partners for HOME](#)
- [Chris 180](#)
- [Status: Home](#)

