

September **, 2018
Sent via e-mail, broy@ramapo.edu

Dear Professor *****:

I am writing to you at the request of USED NAME, a student enrolled in your course in Fall 2018. USED NAME has asked that I confidentially share with you that USED NAME identifies as a transgender individual.

USED NAME appears as XXXXXX on your class roster; however, USED NAME asks that you refer to them as USED NAME and use the following gender pronouns when referring to USED NAME: they, them, theirs.

Misgendering and misnaming can create an unsafe, uncomfortable, and unproductive learning environment for students. It is important to honor students' requests to use their correct name and pronouns, so I appreciate your partnership with me as we continue to ensure the delivery of the most inclusive, high quality learning experience for Ramapo students.

If you have any questions, please contact me via e-mail or telephone. For additional information about names and pronoun usage, please visit this link: <http://www.ramapo.edu/qps/faculty-resources/>.

Sincerely,

Melissa Van Der Wall
Pronouns: she, her, hers, herself
Dean of Students, C-212
(201) 684-7457
mvanderw@ramapo.edu

C: file
STUDENT (via electronic mail)