

Tsuda University Guidelines for Accepting Transgender Students

1. Aim

Founded in 1900 as Japan's first private institution of higher education for women, Tsuda University has made a significant contribution to social change by providing a place of learning for women who had been excluded from academic life. Since then, we have educated and sent out into the world numerous “all-round” women who are active in society.

Accepting transgender students (with the gender identity of women) who wish to study at a women’s university continues the university’s tradition of providing learning opportunities for a diverse range of women and embodies the motto of *Tsuda Vision 2030*: “Empowering Women to Make a Difference”. At the same time, it contributes to building a society in which diverse values can coexist in harmony. Tsuda University will continue to protect the rights of a diverse range of women to study and will create an environment where all women can learn together.

2. Definitions

Terms in these guidelines are defined in the following manner.

1. Students: Those enrolled in an undergraduate or graduate program for the purpose of pursuing a degree.
2. Family register, etc.: Family register, special permanent resident certificate, residence card or passport
3. Self-identified gender: Gender identity as recognized by the individual, regardless of the gender listed in the family register or other relevant documents.

3. Basic Policy

The basic policy is to recognize diversity among women and accept students who are either registered as female in their family register or whose gender identity is woman and who wish to study at a women’s university.

4. Applications from transgender students will be accepted at all undergraduate and graduate faculties and schools.

5. Prior Consultation with the Transgender Student Affairs Committee

The committee will meet with the applicant and provide information about the university upon request to ensure that there are no obstacles in the student’s life after application and enrollment. In addition, we will verify the eligibility of the applicant. If a student needs to take action related to studies or student life after enrollment, the Transgender Student Affairs Committee and the student concerned will discuss the matter and act in cooperation and

consultation with relevant administrative departments and organizations, while strictly protecting personal information.

6. Management of name and gender information

Students may use their aliases in accordance with the “Guidelines for the Handling of Students’ Given (Former) Names and Aliases at Tsuda University” upon request. However, there are some cases in which aliases may not be used, such as when applying for outside scholarships or insurance.

Students may declare their self-identified gender in accordance with the “Guidelines for the Handling of Student Gender at Tsuda University.” Gender will not be indicated on student ID cards, certificates, or related documents. However, there may be cases where the applicant’s self-identified gender cannot be stated, such as in applications for teaching licenses, or when the gender listed in the family register is required due to systems under the jurisdiction of the national government or other organizations.

Student information will be strictly managed and shared with relevant faculty and staff with the consent of the student when necessary for classes and student life. Faculty and staff will never divulge this information and will take care to ensure that it is not leaked to others. However, information may be provided at the discretion of the university in the event of an accident, sudden illness, or other emergency.

7. Classes

1. Health and Physical Education

The University offers Health and Physical Education, and students in the School of Liberal Arts are required to take “Movement Education” and “Leisure Studies” as practical skills courses. These courses can be discussed at the time of enrollment or through other interviews. We will listen carefully in advance and respond to needs on an individual basis.

2. Health and Physical Education (Practical Skills) - Changing Clothes

The changing rooms on the Kodaira campus provide space for individual use. In addition, multipurpose restrooms are located in each building on the Kodaira campus, and booths with changing boards are available if needed.

3. Class camps

In the case of training camps for courses such as “Wellness Studies” (Outdoor Education) in Health and Physical Education, seminars, etc., room allocation and bathing will be handled individually. Depending on the student’s wishes, care will be taken to ensure that the reasons for individualized attention are not made known to others.

4. Off-campus training (teaching practicums, etc.)

Although it may not always be possible to meet all requests, we will consult in advance with the host institution regarding restrooms, changing rooms, clothing, etc., that may be required for off-campus training.

5. In-class name designations

Students who have been approved to use an alias in accordance with the “Guidelines for the Handling of Students’ Given (Former) Names and Aliases at Tsuda University” will be addressed by this name in class. Desired individual pronouns may also be selected.

8. Study abroad

The university has an International Center which provides information on partner universities and other universities in various countries. In the case of study abroad at partner universities, students are subject to the regulations of those institutions, which may not accept transgender students. (Enrollment may be limited to those students with “female” indicated in their passports.)

9. Student Life

1. Restrooms and changing rooms

Most restrooms are divided into those for men and those for women, but there are multipurpose restrooms in each school building that can be used by anyone. In addition, multipurpose restrooms with changing boards are available at both the Kodaira and Sendagaya campuses.

2. Student dormitories

With some limited exceptions, all rooms in the university dormitories are shared. Even if conditions for entering the dormitory are met, entrance is currently not possible to due facility restrictions.

3. Health checkups

Individualized services are available by prior arrangement with the Wellness Center. If required, consultation can be provided at the time of enrollment or via interviews at other times. Gender information is required for medical purposes.

4. Extracurricular activities

Students who have any concerns about extracurricular activities (circle activities) on or off campus can consult with the Student Affairs Division or Sendagaya Campus Office. In the case that the gender listed in the family register differs from the student’s gender identity, participation in competitions or events held by athletic organizations may be restricted.

10. Internships, job hunting, and career support

Students who need special support or consultation regarding internship participation can consult with the Off-Campus Learning Center or the Student Affairs Division. Students with concerns about job hunting can consult with the Student Affairs Division.

11. Responding to gender identity statements and gender fluctuations

1. Coming out

“Coming out” is the act of informing others about one’s gender, gender identity, or sexual orientation that is unknown or unacknowledged by others.

1) When an individual is coming out:

It is up to the relevant individual to decide whether or not to come out and to what extent people should be informed.

2) When an individual comes out to another person:

This can be emotionally upsetting to the recipient of the information. In such cases, students can use the consultation service provided by the Wellness Center.

2. Outing

“Outing” is the disclosure of the fact of coming out and related details to others against the will of the individual concerned. Outing hurts the dignity of the parties involved, causes mental distress through conscious or unintentional discrimination, and in some cases can be considered illegal. Outing is handled as an act of harassment at the university. We will work to spread awareness within the school so that outings do not occur.

3. Gender fluctuations

It is known that gender identity can fluctuate. If a student’s gender identity or gender listed on the family register changes after enrollment, they will not be expelled from the school for that reason. Students struggling with fluctuating or uncomfortable gender identity who would like to talk with someone can use the Wellness Center’s student counseling service or can consult with a gender specialist.

12. Consultation service

The following consultation services are available to transgender students, as well as to faculty, staff, and non-transgender students.

【Counseling service for current students】

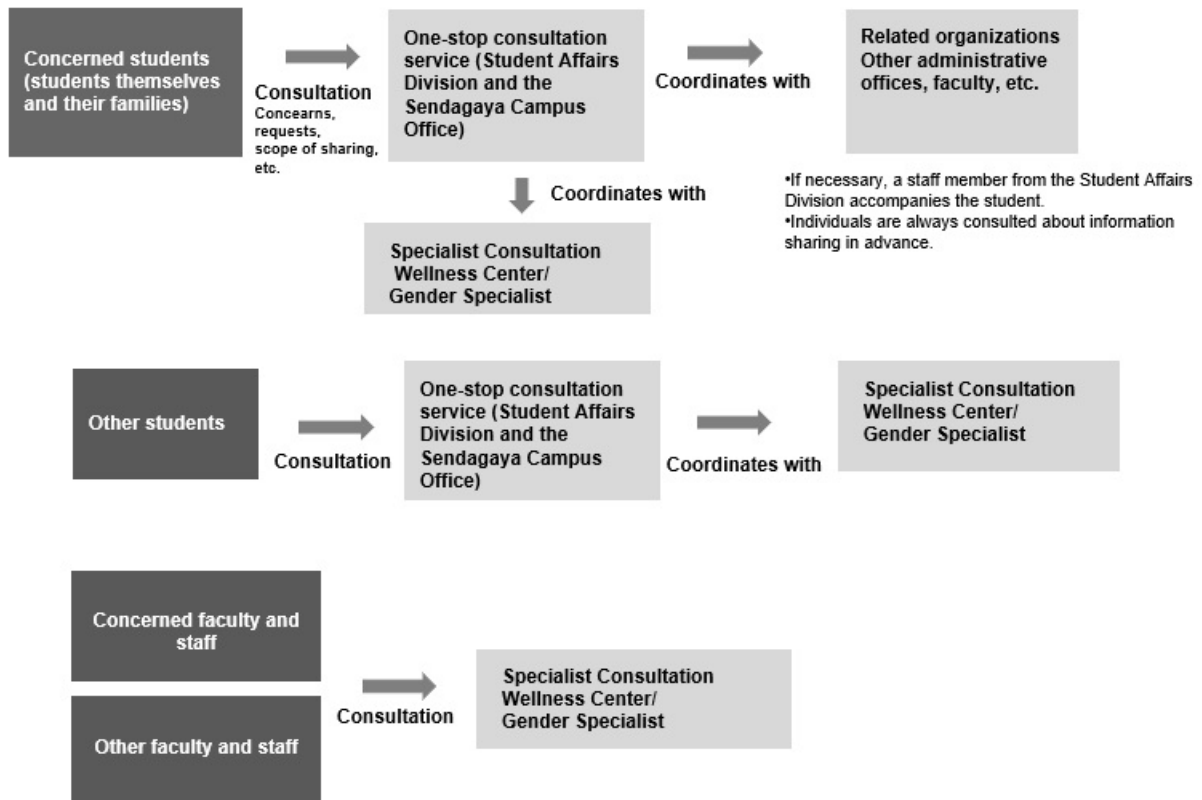
Counseling services for transgender students and non-transgender students: Student Affairs Division or Sendagaya Campus Office

The Student Affairs Division and the Sendagaya Campus Office serve as a one-stop service for students who have concerns about classes, extracurricular activities, or other aspects of student life in general. Depending on the content of the consultation, the circumstances will be communicated to relevant departments with the consent of the individual, and support will be

provided in cooperation with these departments.

【Consultation with gender specialists】

There is a consultation desk with gender specialists which regularly provides opportunities for consultations. This can be used by faculty, staff, and students.



13. For an inclusive campus

Orientation will be held at the time of enrollment for current students and faculty members, providing opportunities for continuous learning. Faculty and staff members will also take measures to deepen their understanding of sexual minorities through orientation at the time of employment and other training opportunities to create an inclusive campus. In addition, we will prohibit discrimination and prevent harassment based on gender identity and sexual orientation and promote an environment that accommodates diversity. As an example of our efforts, we have added a private space for changing in the changing rooms at the Kodaira Campus. In addition, the “Guidelines for the Handling of Students’ Given (Former) Names and Aliases at Tsuda University” and the “Guidelines for the Handling of Student Gender at Tsuda University” have been established to allow students to use alias names and change their gender classification based on self-acknowledgement. We will continue to implement the following initiatives on an ongoing basis.

1. Educational activities for current students

Orientation will be held at the time of admission. Thereafter, we will continue to provide opportunities for ongoing learning by holding briefings and lectures as necessary.

2. Educational activities for faculty and staff

Orientation will be provided at the time of employment. In addition, we will provide ongoing learning opportunities, such as multiple lectures, through various faculty and staff development training sessions.

3. Toward an open campus

We will listen to the voices of students, faculty, and staff by conducting surveys and interviews with the aim of creating a campus where everyone can feel at ease.