



RACC's Pregnancy and Parenting Procedure

1. **Student** discloses to **Faculty Member** that she is pregnant (or has parenting concerns). Student is immediately referred and/or taken to the **Director of Disability Services**.
 - a. Faculty should provide the student with contact information (both electronically and hardcopy) for the Director of Disability Services (DS).
 - b. Faculty should follow up with an email to DS Director and include the student's name, RACC ID, and student contact information, phone, etc. (Often contact information on the RACC system, especially phone numbers, are nonoperational.) In the event the student does not follow up with the DS contact as recommended by the instructor, the DS Director may then make contact with the student.

2. The **Director of Disability Services** meets with the **Student** and ensures the following:
 - a. Provides the student with information about the required medical documentation and reinforces with the student that submitting the medical documentation to the DS Director should be done in a timely manner.
 - b. Upon receipt of the medical documentation the DS Director will secure the documents in the DS file and the documentation will be treated as confidential medical documentation.
 - c. Based on the medical documentation provided by the student's physician the timeframe the student will be out of the classroom will be determined.
 - d. Title IX Coordinator, Dean of Instruction, Assistant Dean, Financial Aid Director and instructor(s), will be notified of the timeline the student will be out of the classroom due to pregnancy/parenting as supported by the medical documentation.

3. The **Faculty Member** meets with the **Assistant Dean(s) to:**
 - a. Determine the delivery options for reasonable accommodations of that particular missed course work for the Student. This should include possible dates for completing this work with comparable instruction and guidance.
 - b. Communicate the options to the Dean of Instruction.

4. The Dean of Instruction:

- a. Determines who will be the responsible instructor(s) to deliver the particular course(s) for each option (i.e., extended, in-process with specific dates), should the current instructor not be able to or willing to do so.
- b. Determines, with Associate Vice President for Business Services/Controller, the ability of the College to offer each option to the student.
- c. Communicates a final list of approved options including instructors involved in the course delivery to the Assistant Dean.
- d. Establishes, for each class student is enrolled, an academic point of contact for student.

5. Assistant Dean and Faculty Member communicates with the Student to:

- a. Explain the approved options, including method of delivery, timelines, and expectations for the required coursework to the Student.
- b. Obtain official/confidential signed/dated *Title IX Pregnancy Student Course Completion Agreement* form from Student indicating agreement for a particular option, timeline, and expectations. Once final sign-off by the Dean of Instruction is complete, return form to the Title IX Office. Copies will then be distributed to all parties.

6. The Assistant Dean:

- a. Provides a copy of the *Title IX Pregnancy Student Course Completion Agreement* form to the Title IX Coordinator.
- b. Provides documentation of all communications on this case to the Title IX Coordinator.
- c. Begins routing, if needed, "*Title IX Academic Record and/or Financial Record Adjustment Procedure*" document.

7. Academic Affairs Point of Contact:

- a. Provides the student ongoing communication and updates as needed.
- b. Communicates to the Title IX Coordinator, Dean of Instruction and Assistant Dean, all work being completed by the student that was missed within the leave time.
- c. Provides information to Registrar if grade of "I" is submitted.