

## **Procedure VI.6004.D.a, Pregnancy and Parenting Accommodations**

### **Associated Policy**

Policy VI.6004.D, Pregnancy and Parenting

### **Procedures**

Nothing in this Procedure requires modification to the essential elements of any academic program.

The Pregnant or Parenting student may start an interactive process with the Title IX Coordinator or Deputy Coordinators by visiting the Title IX webpage or the Accessibility Services webpage, by emailing either [TitleIX@sjcd.edu](mailto:TitleIX@sjcd.edu) or [accessibility.services@sjcd.edu](mailto:accessibility.services@sjcd.edu) or by calling 281-478-2756.

Instructor and activity supervisors should refer pregnancy and parenting accommodation requests for assistance to the Title IX Coordinator or Deputy Coordinators which will follow an interactive process as outlined below:

- Utilizing existing processes in place for accommodation requests, the Title IX Coordinator or Deputy Coordinators will ask the student to confirm accommodation requests in writing and to specify which instructor(s) and/or department(s) should receive the request.
- The Title IX Coordinator and/or their designee will conduct an individualized assessment of the student's request. The interactive process may include speaking with the student and requesting appropriate documentation, which could include medical documentation. The Title IX Coordinator and/or their designee will respond in writing to the student's request, either granting or denying the request or proposing an alternative.
- If the student's request is approved, the Title IX Coordinator or Deputy Coordinators will send an accommodation notice to the instructor along with guidance on pregnancy and parenting accommodations. The Title IX Coordinator or Deputy Coordinators will coordinate with the instructor to explore options for reasonable accommodation(s) as may be appropriate.
- Instructors who have questions or concerns about an accommodation notice and/or believe that the accommodation(s) would result in a fundamental alteration or undue burden/hardship must request a consultation with the Title IX Coordinator or Deputy Coordinators. The consultation can be requested to discuss their concerns, engage in an interactive process to further understanding and collaboration with the student in providing accommodation(s) and/or to discuss whether alternative accommodations are appropriate.
- The Title IX Coordinator or Deputy Coordinators will process medical documentation of the diagnosis and any dates of absence based on medical necessity. Medical documentation will be maintained confidentially and will not be shared with instructors without the student's consent.
- The Title IX Coordinator or Deputy Coordinators may consult with other administrators such as department leaders to determine if other College resources may be available to address the accommodation request.
- Note that a change in accommodation may be necessary due to the progression of the pregnancy. Any request for a change in an existing accommodation must be submitted with appropriate documentation for the adjustment to the Title IX Coordinator or Deputy Coordinators.

A pregnant or parenting student with a concern that they have been denied a reasonable accommodation (either by not receiving an accommodation that was already approved or by denial of a request for a reasonable accommodation) or that they have experienced harassment or retaliation due to their request may share their concern or file a formal complaint with the Title IX Coordinator or Deputy Coordinators.

Should a pregnancy or pregnancy-related condition cause a temporary or permanent disability (such as anemia, gestational diabetes, preeclampsia, postpartum depression, etc.), students are encouraged to seek additional disability-related accommodations through their respective Accessibility Services Coordinator.

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Associated Policy	Policy VI.6004.D, Pregnancy and Parenting
Primary Owner of Policy Associated with Procedure	Deputy Chancellor & President
Secondary Owner of Policy Associated with Procedure	Associate Vice Chancellor, Student Services