

## 08.01.01.R2.03 Student Pregnancy and Parenting Support



Approved September 5, 2017  
Next Scheduled Review: September 5, 2022

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### Procedure Statement

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Texas A&M University-Commerce is committed to providing an environment free of discrimination and “shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.” Moreover, the University is committed to assisting all students in continuing their education and maintaining their academic progress.

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### Reason for Procedure

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This procedure provides the process for supporting a student’s request for academic accommodations due to pregnancy, childbirth, and/or related health care. Furthermore, this procedure addresses a student’s or instructor’s request for risk-reduction modification of programs/classes that may involve exposure to chemicals, radiation, or other circumstances that could harm an unborn child.

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### Procedures and Responsibilities

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#### 1 STUDENT

1.1 Excused Absences/Other Academic Support. Students requesting excused absences and/or other academic accommodations due to pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom are responsible for:

1.1.1 Informing their instructor and

1.1.2 Submitting a written request to the University Compliance Office (Title IX Coordinator).

1.2 The written request (email or memorandum) should include:

1.2.1 Campus Wide Identification (CWID) number,

1.2.2 Tentative dates of excused absences and/or other academic support requests,

- 1.2.3 Names of instructors and course title/number (copy of class schedule), and
- 1.2.4 Appropriate documentation from a medical provider verifying the need for the specific accommodations requested.
- 1.2.5 Note that a change in accommodations may occur due to the progression of the pregnancy. Any request for different accommodation must be submitted with additional documentation justifying/verifying the adjustment.

## 2 UNIVERSITY COMPLIANCE OFFICE (UCO)

- 2.1 UCO shall receive and evaluate the request(s) in accordance with Title IX requirements and guidelines. If not otherwise provided, UCO shall request from the student appropriate information regarding the student's courses, instructors, dates regarding excused absence and/or other academic accommodations requested, and supporting medical information from the student's medical provider.
- 2.2 Upon completion of the review, UCO will provide written notice to the student's instructors or other appropriate officials of the approved excused absence date(s) and/or other accommodation, with the stipulation that if an instructor's grading is based in part on class attendance or participation, the student should be allowed to earn the credits they missed so that they can be reinstated to the status they had before the absence. A courtesy copy (excluding medical information) will be provided to the Dean of Campus Life & Student Development (Dean of Students) and the Director, Campus Operations & Safety.
- 2.3 Follow up requests for further excused absences and/or support will be submitted to the UCO as occasioned.

## 3 PROVOST'S OFFICE

The Provost's Office coordinates with and assists the instructors or other appropriate university officials in addressing special circumstances and/or other support requirements, in consultation with the Title IX Coordinator.

## 4 FACULTY:

- 4.1 Pregnant students and recent birth parents should be given an opportunity to make up missed work when possible. Extended deadlines, makeup assignments, and incomplete grades should be considered as appropriate, with proper approvals when required.
- 4.2 Instructors should discuss with the student available options. If the student is in a Graduate Program, the student and/or the instructor should also discuss the options with the Program Coordinator. All students who are requesting a grade of "incomplete" should refer to the Student Guidebook for further direction and guidance.

- 4.3 Absences due to pregnancy or childbirth will be excused for as long as is deemed medically necessary by the student's medical provider. To the extent possible, these students should be returned to the same position of academic progress that they were in when they took leave or other academic accommodations. However, accommodations for pregnancy/childbirth do not require the institution to fundamentally alter program requirements.

## 5 GENERAL SUPPORT GUIDELINES

- 5.1 In situations in which a leave of absence or other academic accommodation would cause a fundamental alteration of a course/program, UCO, the Provost's Office, and the Dean of Students will work with appropriate faculty, program staff (if necessary), and the student to identify an alternative path to completion, if possible. In instances when a student may not be able to return to classes due to extended absences, the student can initiate a medical withdrawal through the Registrar's office, with support from the Dean of Students if required.
- 5.2 Questions concerning financial aid, tuition, housing and/or other matters arising from extended absences will be resolved in accordance with respective procedures.
- 5.3 Retaliatory action of any kind is prohibited when taken against a complainant, respondent, witness or other person participating in a discrimination, sexual harassment or related retaliation investigation, complaint, hearing or suit. Such retaliatory action will be regarded as a separate and distinct cause for complaint and possible disciplinary action, including dismissal or expulsion.

## 6 INFANT AND PARENT HEALTH CARE

Students will work with their instructors to request excused time off for routine, short-term support of infant and parent health care matters and resume regular class attendance as quickly as possible. If students are unsuccessful in receiving support through informal discussions with their instructors, they may contact UCO in accordance with section 1 above.

## 7 RISK-REDUCTION DUE TO EXPOSURE TO CHEMICALS, RADIATION OR OTHER CIRCUMSTANCES

- 7.1 Some university programs and/or classes may involve exposure to chemicals, radiation, or other circumstances that could harm an unborn child. In these cases, pregnant students or students planning to become pregnant should consult their health care provider to determine what, if any, additional precautions are needed based on their individual situation.
- 7.2 It is the responsibility of students to communicate their needs to the instructor and the Director, Campus Operations & Safety, as soon as possible to identify risk-reduction measures. While the University cannot require pregnant students or students who plan to become pregnant to notify the university, doing so helps ensure that the University can take appropriate steps to ensure the health of both the parent and the unborn child.

7.3 Additionally, if an instructor has concerns regarding possible environmental, safety or other circumstances that could harm an unborn child, the instructor should contact the Director, Campus Operations & Safety, to discuss alternatives and/or risk reduction measures.

## 8 TRAINING EDUCATION/INFORMATION

Information regarding this procedure will be provided on the university's website, in the Student Guidebook, Faculty Handbook, and during appropriate student, staff and faculty orientations and meetings. Additionally, periodic notices about university procedures will be sent to students, faculty, and staff.

## 9 MONITORING/COMPLIANCE REVIEW

A&M-Commerce will monitor the implementation of this procedure each semester. UCO is responsible for maintaining records relating to requests for support under Title IX. Reports of the number and type of requests received and processed, and any systemic issues/concerns identified, will be provided to senior administration on a quarterly basis.

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## Related Statutes, Policies, or Requirements

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System Policy [08.01 Civil Rights Protections and Compliance](#)

System Regulation [08.01.01 Civil Rights Compliance](#)

University Rule [08.01.01.R2 Civil Rights Compliance](#)

U.S. Department of Education [Support the Academic Success of Pregnant and Parenting Students](#)

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## Contact Office

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University Compliance Office  
903.886.5996