

**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 10/16, 11/17, 5/18

No: 2-P-800-01

Last Review Date: May 2019

Required Review Date: October 2020

Administrative Unit: Dean, Enrollment
Management

Approved By:



Jared Selinger, PhD, CNMT
President

SUBJECT: Pregnant Student Policy

PURPOSE: Allen College provides accommodations to students who have temporary and/or permanent medical conditions; therefore, assistance shall be provided for properly-documented pregnant students. The accommodations for pregnant students are provided in accordance with Title IX requirements and the Americans with Disabilities Act (ADA).

EFFECTIVE

FOR: All Allen College Students

POLICY:

All students with medical conditions, including students who have voluntarily declared their pregnancy in writing, are required to produce medical documentation before any academic assistance (accommodations) shall be considered and/or granted. Prior to any assistance being given, the required paperwork must be approved by the Dean of Enrollment Management. The student shall receive a copy of the approved accommodation documentation. The student is responsible for notifying didactic and clinical faculty. Faculty shall not grant accommodations without the proper documentation from the student. Additionally, even though it may seem obvious that a student is pregnant, Allen College Administration, Faculty, and/or Staff shall not assume a medical condition or offer academic accommodations without proper documentation and approval. Students may withdraw their declaration of pregnancy or their request for assistance/accommodation at any time in writing.

Allen College requires a pregnant student or student who has just given birth within the previous six months to submit medical certification for school participation if the student is requesting assistance/accommodations.

In accordance to the Student Pregnancy Policy by the Office of Civil Rights (OCR), Allen College must excuse a student's absences because of pregnancy or childbirth for as long as the student's physician or other appropriately qualified care provider deems the absences medically

necessary. In addition, when a student returns to school, she must be allowed to return to the same academic status as before her medical leave began.

Allen College cannot and will not require a pregnant student to obtain a doctor's permission before allowing her to attend school late in her pregnancy unless the student is asking for assistance or has a "high risk" pregnancy. If a faculty member is worried about the health or safety of a student, it is acceptable for the faculty member to inquire about the student's limitation, but only when it pertains to the student's successful completion of the course. Allen College shall not require a pregnant student to produce a doctor's note in order to participate in school or academic activities unless the same requirement to obtain a doctor's note applies to all students being treated by a doctor.

Allen College shall not tolerate harassment or discrimination of any form towards pregnant women. Allen College shall take prompt and effective steps to end pregnancy-related harassment or discrimination, prevent its recurrence, and eliminate hostile environments created by the harassment or discrimination. It is a Title IX violation if the pregnancy-related harassment by employees, students, or third parties is sufficiently serious that it interferes with a student's ability to benefit from or participate in the college's program, and the harassment is encouraged, tolerated, not adequately addressed, or ignored by the college's employees.

ACCOMODATIONS:

With proper documentation, students who are pregnant or have given birth within the previous six months shall be entitled to assistance/accommodations. The accommodations vary pertaining to the type of pregnancy, medical documentation, as well as the academic program in which the student is enrolled. To ensure a pregnant student's access to an educational format, when necessary, a program must make changes to the regular schedule that are reasonable and responsive to the student's temporary pregnancy status (e.g., a classroom might be required to provide a larger desk or allow frequent trips to the water fountain or the bathroom).

Title IX requires Allen College to excuse a student's absences due to pregnancy or related conditions, including recovery from childbirth, with medical approval. A school may offer the student alternatives to making up missed work, such as retaking a semester, taking part in an online course credit recovery program, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The student will be allowed to choose how to make up the work as long as it doesn't create an undue burden on the College.

If faculty have their own policies about class attendance and make-up work, they must make sure their policies do not conflict with the approved accommodations. Allen College will ensure that the policies and practices of individual teachers do not discriminate against pregnant students. For example, a teacher may not refuse to allow a student to submit work after a deadline that she missed because of absences due to pregnancy or childbirth. Additionally, if a teacher's grading is based in part on class attendance or participation, the student should be allowed to earn the credits she missed so that she can be reinstated to the status she had before the leave.

PREGNANCY OPTIONS (Radiography and Medical Imaging CT students should review policy 2-P-600-01 located on the Allen College website for additional safety concerns and options):

- Option 1: Students may elect to withdraw from the program and re-enter the following semester or year as appropriate. (See Leave of Absence Policy 2-L-800-04.)
- Option 2: Students wishing to voluntarily declare their pregnancy (must be done in writing) and remain in the program will need to declare in writing and meet with ADA coordinator for possible accommodations.*
- Option 3: Students choosing not to declare their pregnancy may continue in the program without notification.

*Students may rescind their declaration of pregnancy at any time in writing.

PROCEDURE:

Pregnant students:

1. Review Pregnant Student Policy and options available
2. Provide complete documentation/paperwork from healthcare provider(s) to the Dean of Enrollment Management (please refer to Appendix A for sample documentation)
3. Upon approval from the Dean of Enrollment Management, provide documentation paperwork to all didactic and/or clinical faculty as necessary
4. As changes occur during pregnancy, update steps 3-4 as necessary
5. Assist faculty in creating an action plan for the semester which includes deadlines and expectations

Faculty:

1. If a student seeks academic assistance for pregnancy, review the Pregnant Student policy and refer student to the policy library on the Allen College website
2. When signed documentation is provided by the student, discuss the approved accommodations with the student
3. Chart an action plan for the student that includes expectations and deadlines
4. If changes are needed for the accommodations, contact the Dean of Enrollment Management immediately
5. Do not provide accommodations that are not specifically cited in the accommodation's letter. If significant changes in accommodations are requested by the student, additional provider documentation shall be needed in order to revise the accommodations. When additional accommodations are needed the student shall contact the Provost in order to receive revised accommodation approval.
6. It may be necessary for an academic contract to be addressed in order to track deadlines and progression of course materials. It is advisable to agree on this course of action and implement this matter early on in the semester.

Appendix A

Request for Academic Accommodation Pregnancy

The request for temporary medical accommodations must be submitted with the following stipulations. Failure to fully complete procedures may delay any assistance being requested.

- Documentation must be on **care provider’s letterhead** and have a medical diagnosis (pregnancy).
- Documentation must be signed by a physician, mid-level provider, or appropriate specialist
- Documentation must include a “due date”

It is important to note that a change in accommodations may occur due to the progression of the pregnancy. Any requests for different accommodations must be submitted with additional documentation justifying/verifying the adjustment.

Please select the accommodations requested.

Excused Absence	Separate table and chair	Temporary disability parking
Frequent bathroom breaks	Limited exposure to chemicals	No lifting over ten pounds
Frequent breaks to walk around	No prolonged standing	Permission to leave class suddenly
Permission to eat/drink in class	Susceptible to heat/cold	Excused for tardiness

Additional Accommodations:

Is the student classified in the “high risk” pregnancy category? YES / NO

Student’s Name: Phone #:

Provider’s Name: Phone #:

Please return completed Request for Academic Accommodation and Provider’s Documentation to:

Allen College
 Attention: Dean of Enrollment Management
 1825 Logan Ave
 Waterloo, IA 50703
Joanna.Ramsden-Meier@AllenCollege.edu
 Fax: (319) 226-2010