

PREGNANCY DISCLOSURE POLICY

EDU1008

Effective Date: 2/12/18

Review Date: 5/26/22 (Title Change Only)

I. Policy Statement

A student who is pregnant is strongly encouraged to notify the program chair for her technical major as soon as possible. By doing so, the student and College personnel can collaborate and develop an appropriate plan for the continuation of the student's education. Pre-planning can also help with particular challenges a student may face while pregnant or when recovering from childbirth (e.g., missed classes, make-up work, etc.). However, the choice to declare a pregnancy is voluntary, and the student is not required to disclose this information to the College.

Voluntarily disclosing a pregnancy by a student may be particularly beneficial due to the unique nature of the technical programs and their requirements.

II. Options after Disclosure

Once a student has voluntarily decided to disclose a pregnancy to the College, the student will have several options, as described below.

1. Continue at the College

- If a student decides to continue in her program and desires to have any adjustments to her academic program due to the pregnancy, the student should notify the program chair to discuss reasonable adjustments that may be necessary to continue in the program. Such adjustments, if any, will be documented in **Addendum A** which will be signed by both the student and a College representative.
- Students with limited ability due to pregnancy **may** receive accommodations for the following:
 - A. Tasks involving time
 - (i) No tasks will be timed, unless required by industry regulations
 - B. Tasks requiring student to exert physical force or access confined spaces
 - (ii) May be performed by instructor or designated assistant, i.e. lifting, shoving, pulling, torqueing, transporting tools, parts, or materials, etc.
- Students with limited ability due to pregnancy may not receive accommodations for the following:
 - A. Knowledge of and decisions related to proper adjustments, measurements, procedures, specifications, safety requirements, use of MSDS sheets, etc.
 - B. In all cases, when student is unable to perform physical aspects associated with shop jobs, assessments, etc., student is **REQUIRED** to verbally explain and/ or illustrate via diagram choices and decisions required to perform such tasks.

2. **Request a leave of absence**

- A leave of absence due to pregnancy may be for various periods of time depending on a student's particular circumstances. Such a leave may be extended if deemed medically necessary by the student's doctor.
- Due to the structure of the College's academic programs, the timing and/or length of a student's leave of absence may result in the student being required to re-take or finish course(s) in the future.
- If taking a leave of absence due to a pregnancy, the Education Plan in **Addendum B** will be discussed and signed by the student and a College representative.

3. **Withdrawal from the College**

- The student may, at her sole discretion, determine that she must withdraw from the College for an indefinite period of time or permanently due to her pregnancy. If applicable, normal College withdrawal procedures and readmission procedures apply.

III. **Questions or Concerns**

Questions about this policy or concerns about its implementation, should be directed to the Vice President for Student Success.

Addendum A
Continuation in Program after Disclosing Pregnancy

I. Acknowledgements

By signing this form, _____ ("Student")
acknowledges the following:

- I have voluntarily disclosed my pregnancy to Ranken Technical College (the "College") and I intend to continue pursuing my degree/certificate.
- I understand there are other options available, including taking a leave of absence.
- I understand there are potential risks to me and/or my fetus by continuing at this time.
- The College has advised me to consult with my doctor to discuss potential risks.
- I assume all responsibility related to pregnancy risks and any resulting losses or costs, including medical treatment and costs thereof.

II. Adjustments to Program

The student may request additional adjustments at any time by contacting the program chair for her technical major. Additional (unforeseen) accommodations may require approval.

The College and Student do hereby agree to the above.

[Student]

Date

[College Official]

Date

Addendum B
Requesting a Leave of Absence after Disclosing Pregnancy

Ranken Technical College (the "College") and _____ ("Student") have agreed to the following conditions for the Student's leave of absence related to the Student's pregnancy that has been disclosed to the College. Student's leave of absence is scheduled to begin on _____ and Student is anticipating a return to school _____. Student and the College acknowledge that Student may take a longer leave if it is deemed medically necessary by Student's doctor, and the parties agree to meet and discuss this Education Plan if that occurs.

I. Academics

II. Financial Aid/Scholarships

III. Additional Matters

- A. Student agrees to contact _____ in advance of her return to ensure a smooth transition back to school.
- B. Student will not be required to pay any application or readmission fees related to her readmission to the College.
- C.

The College and Student do hereby agree to the above.

[Student]

Date

[College Official]

Date