

**Standard Operating Procedure**

**Procedure Title**:  PREGNANCY AND RELATED CONDITIONS AND PARENTING STUDENT PROCEDURE

**Procedure #**:  4.XXX

**Revision #:**

**Unit Responsible:** Equal Opportunity Office, Student Affairs, Human Resources

**Individual Responsible**:  Equal Opportunity Officer

**Effective Date**:  08/01/2024

**Initial Approval Date**:  07/31/2024

**Last Review/Update Date**:

**Next Review Date**:  07/2027

**\*Does this procedure support a Board Policy?** yes

**If yes, identify**: 4.120 Prohibited Sex or Gender-Based Discrimination, Harassment and Sexual Misconduct

 Board policies can be found at:  [LCC Board of Trustees Policy Page](https://lcc.edu/about/board-of-trustees/policies.html)

**\*Does this procedure support HLC criteria?**  No

**If yes, identify**:

HLC Criteria can be found at:  [HLC Accreditation Criteria](https://www.hlcommission.org/Policies/criteria-and-core-components.html)

 **\*Does this procedure support a State or Federal Regulation?** Yes

**If yes, identify**:  Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (Title IX)

**\*Note:  Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.**



**PREGNANCY AND RELATED CONDITIONS AND PARENTING STUDENT PROCEDURE**

***1. Purpose***

Students who are pregnant or are experiencing related conditions are entitled to Reasonable Modifications to prevent sex discrimination and ensure equal access to the College’s education program and activity. This procedure is in place to ensure that access.

***2. Scope***

Upon notification of a student’s pregnancy or related condition, the Title IX Coordinator will contact the student and inform the student of the College’s obligations. The Title IX Coordinator will also notify the student of the process to file a complaint for alleged discrimination, harassment, or retaliation, as applicable.

 ***3. Prerequisites***

The Title IX Coordinator and designee(s) can take specific actions to prevent discrimination and ensure equal access to the College’s education program and activity.

***4. Responsibilities***

* ***Title IX Coordinators.*** Is the College’s designee to address sex discrimination, including sex based harassment, the dissemination of the College’s non-discrimination policy and contact information. As used in these policies and procedures, the “Title IX Coordinator” also includes their designee(s).
* ***Student.*** The student is responsible for working with the Title IX Coordinator to ensure their own access through reasonable accommodation.
* ***Employee.*** Any LCC employee who becomes aware of a student’s pregnancy or related condition is required to provide the student with the Student Title IX Coordinators contact information and communicate that the Coordinator can help take specific actions to prevent discrimination and ensure equal access to the College’s education program and activity.

***5. Procedure***

# Non-Discrimination Statement

Lansing Community College (LCC) does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 (Title IX). The College prohibits members of the college community from adopting or implementing any policy, practice, or procedure which treats an applicant for admission, student, applicant for employment, or employee differently on the basis of current, potential, or past parental, family, or marital status. This procedure and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

# Definitions

* ***Familial Status.*** The configuration of one’s family or one’s role in a family.
* ***Marital Status.*** The state of being married or unmarried.
* ***Parental Status.*** The status of a person who, with respect to another person who is under the age of 18,[[1]](#footnote-1) is a biological, adoptive, foster, or stepparent; a legal custodian or guardian; in loco parentis with respect to such a person; or actively seeking legal custody, guardianship, visitation, or adoption of such a person.
* ***Pregnancy and Related Conditions.*** The full spectrum of processes and events connected with pregnancy, including pregnancy, childbirth, termination of pregnancy, or lactation; related medical conditions; and recovery therefrom.[[2]](#footnote-2)
* ***Reasonable Modifications.*** Individualized modifications to the College’s policies, practices, or procedures that does not fundamentally alter the College’s education program or activity.

# Information Sharing Requirements

Any LCC employee who becomes aware of a student’s pregnancy or related condition is required to provide the student with the Student Title IX Coordinators contact information and communicate that the Coordinator can help take specific actions to prevent discrimination and ensure equal access to the College’s education program and activity. If the employee has a reasonable belief that the Title IX Coordinator is already aware of the pregnancy or related condition, the employee is not required to provide the student with the Title IX Coordinator’s contact information.

Student Title IX Coordinators

Christine Thompson
Dir. Of Student Compliance
Student Title IX Coordinator
Gannon Building
411 N. Grand Avenue
Lansing, MI 48933
Phone: 517-483-9632
Email: thompsc@lcc.edu

Greg Lattig
Athletic Director
Deputy Student Title IX Coordinator
Gannon Building
411 N. Grand Avenue
Lansing, MI 48933
Phone: 517-483-1622
Email: lattigg@lcc.edu

Upon notification of a student’s pregnancy or related condition, the Title IX Coordinator will contact the student and inform the student of the College’s obligations to:

* Prohibit sex discrimination.
* Provide reasonable modifications.
* Allow access, on a voluntary basis, to any separate and comparable portion of the institution’s education program or activity.
* Allow a voluntary leave of absence.
* Ensure lactation space availability.
* Maintain a Resolution Process for alleged discrimination.
* Treat pregnancy as comparable to other temporary medical conditions for medical benefit, service, plan, or policy purposes.

The Title IX Coordinator will also notify the student of the process to file a complaint for alleged discrimination, harassment, or retaliation, as applicable.

# Reasonable Modifications for Students

Students who are pregnant or are experiencing related conditions are entitled to Reasonable Modifications to prevent sex discrimination and ensure equal access to the College’s education program and activity. Any student seeking Reasonable Modifications must contact the Title IX Coordinator to discuss appropriate and available Reasonable Modifications based on their individual needs. Students are encouraged to request Reasonable Modifications as promptly as possible, although retroactive modifications may be available in some circumstances. Reasonable Modifications are voluntary, and a student can accept or decline the offered Reasonable Modifications. Not all Reasonable Modifications are appropriate for all contexts.

Reasonable Modifications may include:

* Breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom
* Intermittent absences to attend medical appointments
* Access to online or homebound education
* Changes in schedule or course sequence
* Time extensions for coursework and rescheduling of tests and examinations
* Allowing a student to sit or stand, or carry or keep water nearby
* Counseling
* Changes in physical space or supplies (for example, access to a larger desk or a footrest)
* Elevator access
* A larger uniform or other required clothing or equipment
* Other changes to policies, practices, or procedures determined by the Title IX Coordinator

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members and the College’s support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

Supporting documentation for Reasonable Modifications will only be required when it is necessary and reasonable under the circumstances to determine which Reasonable Modifications to offer to determine other specific actions to take to ensure equal access.

Information about pregnant students’ requests for modifications will be shared with faculty and staff only to the extent necessary to provide the Reasonable Modification.

Students experiencing pregnancy-related conditions that manifest as a temporary disability under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act are eligible for reasonable accommodations just like any other student with a temporary disability. The Title IX Coordinator will consult with the Center of Student Access to ensure the student receives reasonable accommodations for their disability as required by law.

# Certification to Participate

All students should be informed of health and safety risks related to participation in academic and co-curricular activities, regardless of pregnancy status. A student may not be required to provide health care provider or other certification that the student is physically able to participate in the program or activity, unless:

1. The certified level of physical ability or health is necessary for participation;
2. The institution requires such certification of all students participating; and
3. The information obtained is not used as a basis for pregnancy-related discrimination.

# Lactation Space Access[[3]](#footnote-3)

The College provides students and employees with access to lactation spaces that are functional, appropriate, and safe. Such spaces are regularly cleaned, shielded from view, and free from the intrusion of others.

Lactation spaces are located in the following locations:

**Downtown Campus**

* Washington Court Place (WCP) – Room 112.
* Gannon Building – Room 2132F (Inside Women’s Locker Room).
* Health and Human Services (HHS) – Room 009.1.
* Technology and Learning Center (TLC) – Room 3307.

Contact LCC Human Resources at 517-483-1870 for key access to the lactation rooms on Downtown Campus.

**West Campus:** Contact Student Services at 517-267-5509

**East Campus:** Contact Liz Garrett at 517-483-1322

**Livingston Center, Room B102:** Contact Martha Anderson at 517-545-3522

*\*If the listed contact is unable to be reached, call LCC Human Resources at 517-483-1870.*

[LCC Accommodations for Nursing Parents - Lansing Community College](https://www.lcc.edu/hr/benefits/nursing-parents.html)

# Leaves of Absence

## Students

Students are permitted to take a voluntary leave of absence for a reasonable time as deemed medically necessary by their health care provider because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity.

To the extent possible, LCC will take reasonable steps to ensure that students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same or an equivalent course catalog that was in place when the leave began.

Continuation of students’ scholarship, or similar College-sponsored funding during the leave term will depend on the students’ registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship or similar College-supported funding by exercising their rights under this policy.

The Financial Aid Office can and will work with students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

In order to initiate a leave of absence, the student must contact the Title IX Coordinator at least 30 calendar days prior to the initiation of leave, or as soon as practicable. The Coordinator will assist the student in completing any necessary paperwork.

## Employees

Information on employment leave can be found at [leaves and accommodations](https://www.lcc.edu/hr/forms/leaves-and-accommodations.html).

If an employee, including a student-employee, is not eligible for leave under the aforementioned leave policy because they either (1) do not have enough leave time available under that policy, or (2) have not been employed long enough to qualify for leave under that policy, they are eligible to qualify for pregnancy or related condition leave under Title IX. Pregnancy and related conditions will be regarded as a justification for a leave of absence without pay for a reasonable period of time.

Employees who take leave under Title IX must be reinstated to the status held when leave began or a comparable position without a negative effect on any employment privilege or right.

Employee Title IX Coordinator

Dr. Lisa Thomas
Human Resources Manager
Employee Title IX Coordinator
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Lansing, MI 48933
Phone: 517-483-1879
Email: THOMAL32@LCC.EDU

# Policy Dissemination and Training

This procedure will be made available to faculty and employees in annually required training and posted on the LCC’s website. The College will notify all enrolled students about this procedure and the location of this procedure annually and will make educational materials available as part of the Student Title IX Training for new and returning students. Human Resource will make educational materials available to all members of the LCC community to promote compliance and familiarity with its procedures.

BASED ON THE ATIXA PREGNANCY AND RELATED CONDITIONS MODEL POLICY.

1. Or a person who is 18 or older but who is incapable of self-care because of a mental or physical disability. [↑](#footnote-ref-1)
2. “[T]he Department interprets ‘termination of pregnancy’ to mean the end of pregnancy in any manner, including, miscarriage, stillbirth, or abortion.” Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 89 F.R. 33474, April 29, 2024, codified at 34 C.F.R. 106. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)