



# Working with Pregnant and Parenting Students

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## Section 1: Pregnant and Parenting Students at a Glance

Collin College strives to maintain a healthy and safe environment where all members of its campus community are treated with dignity and respect.

Collin College is committed to compliance with [Title IX of the Education Amendments of 1972 \(Title IX\)](#) and Texas state laws which protect pregnant and parenting students' rights and prohibit discrimination against a student based on pregnancy, pregnancy-related conditions, and/or parenting status.

### Pregnant and Parenting Students' Rights

Students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting have the right to:

1. Early registration.
2. Modifications due to pregnancy and/or a pregnancy-related condition(s).
3. Not be told to drop out or change their educational plans.
4. Not be harassed due to their pregnancy, pregnancy-related condition(s), and/or parenting status.

Rights Afforded Under Title IX and Texas State Laws	Pregnant Students	Students Who Are Experiencing a Pregnancy-Related Condition(s)	Parenting Students
Early Registration	✓	✓	✓
Reasonable Modifications	✓	✓	✗
Extended Leave of Absence	✓	✓	✓

Collin College has created the *Pregnant and Parenting Students' Rights and Resources* document, which is designed to help pregnant and parenting students determine their rights under Title IX and Texas state laws. This document also provides information about resources available on campus and in the community. To obtain a copy of the *Pregnant and Parenting Students' Rights and Resources* document, go to the [Pregnant and Parenting Students webpage](#) or email [titleix@collin.edu](mailto:titleix@collin.edu).

### Collin College's Liaison Officer for Pregnant and Parenting Students

The following person is designated as Collin College's liaison officer for pregnant and parenting students:

#### Liaison Officer for Pregnant and Parenting Students

Amy Throop  
 Associate Dean Title IX Compliance  
 Technical Campus  
 2550 Bending Branch Way  
 Suite A004/A006  
 Allen, Texas 75013  
 Phone: 972.599.3126  
 Email: [athroop@collin.edu](mailto:athroop@collin.edu)

**Informing the Liaison Officer of a Pregnant and/or Parenting Student**

Any Collin College employee who is notified of a student’s pregnancy, pregnancy-related condition(s), and/or parenting status must promptly:

1. Provide that person with the liaison officer for pregnant and parenting students’ contact information,
2. Inform that person that the liaison officer for pregnant and parenting students can coordinate specific actions to prevent sex discrimination and ensure the student’s equal access to Collin College’s education program or activity, and
3. Notify the liaison officer for pregnant and parenting students by submitting the [Pregnant and Parenting Students Information Form](#).

**Early Registration for Pregnant and Parenting Students**

Students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting are eligible to register on the **first day** of priority registration.

To opt into early registration, these students will need to submit the [Pregnant and Parenting Students Request for Early Registration Form](#).

For specific information on registration dates and requirements, see Collin College’s [Registration webpage](#).

**Campus Lactation Rooms**

Collin College is required to provide a lactation space, which must be a space other than a bathroom that is clean, shielded from view, free from intrusion by others, and may be used by a student for expressing breast milk or breastfeeding, as needed.

Each campus has at least one (1) designated lactation room. The table below contains information regarding the locations of each campus lactation room and how to access these spaces.

Campus	Building	Room Number	How to Access
Celina Campus	Main Building	104	Unlocked during normal building hours. No key or scheduling needed. Locks from the inside. Shows as “occupied” when someone is already using the room.
Collin Higher Education Center	TBD	TBD	TBD
Courtyard Center	Main Building	121	Unlocked during normal building hours. No key or scheduling needed. Locks from the inside. Shows as “occupied” when someone is already using the room.

Campus	Building	Room Number	How to Access
Farmersville Campus	Main Building	A-Wing (Next to the Women's Restroom by the Common Area)	<p>Unlocked during normal building hours.</p> <p>No key or scheduling needed.</p> <p>Locks from the inside.</p> <p>Shows as "occupied" when someone is already using the room.</p>
Frisco Campus	IT Center	IT318	To access the room, send an email to Gary Goldgar, Executive Assistant to the Campus Provost, at <a href="mailto:ggoldgar@collin.edu">ggoldgar@collin.edu</a> .
McKinney Campus	Andrea-Mennen Welcome Center	W107	<p>Unlocked during normal building hours.</p> <p>No key or scheduling needed.</p> <p>Locks from the inside.</p> <p>Shows as "occupied" when someone is already using the room.</p>
Public Safety Training Center	TBD	TBD	TBD
Plano Campus	Main Building	D-Wing (Next to the Collin College Police Department Office)	To access the room, go to the Campus Provost's Office Suite G227. Permissions will be granted on the individual's Collin College ID card for the semester.
Technical Campus	Building A	A114C	<p>Unlocked during normal building hours.</p> <p>No key or scheduling needed.</p> <p>Locks from the inside.</p> <p>Shows as "occupied" when someone is already using the room.</p>
Wylie Campus	Student Center	SC107	<p>To obtain the key, go to the Information Desk or Student Engagement Office.</p> <p>Locks from the inside.</p> <p>No scheduling needed.</p> <p>Shows as "occupied" when someone is already using the room.</p>

**Are Students Allowed to Use Wireless Breast Pumps in Class?**

Yes. These devices are considered medical devices and are regulated by the U.S. Food and Drug Administration (FDA). Wireless breast pumps do not create an excessive amount of noise that would be considered a classroom disruption, and do not cause a risk of exposing the breasts when used correctly. Additionally, students are not required to

register with the Title IX Office, ACCESS Office, or receive approved modifications prior to using wireless breast pumps in class.

**Are Students Allowed to Bring Their Children to Class?**

No. Collin College Board Policy [GD \(LOCAL\)](#) states, “Students may not bring children to orientations, classes, labs, testing centers, or other academic programs. The parent or guardian who violates this policy will be interrupted from his or her campus activity and be required to supervise the child or make other suitable arrangements.” Therefore, bringing children to class is a violation of this policy as well as the [Student Code of Conduct](#). Any student who brings their child to class should be referred to the Student Conduct Office for appropriate disciplinary action. Additionally, the Collin College Police Department should be immediately notified of any unattended children on campus.

**Statement of Non-Discrimination**

Collin College does not discriminate on the basis of sex and prohibits sex discrimination, which include pregnancy and parenting status, in any education program or activity that it operates, as required by [Title IX](#), including in admission and employment. For more information, go to the [Title IX at Collin College webpage](#).

**Reporting Prohibited Conduct**

Any student who believes they have been discriminated against due to pregnancy, experiencing a pregnancy-related condition(s), and/or parenting can contact the liaison officer for pregnant and parenting students listed in the [Collin College’s Liaison Officer for Pregnant and Parenting Students](#) section in this document, contact one (1) of the Title IX coordinators or deputy Title IX coordinators listed below, and/or submit the online [Title IX Formal Complaint Form](#).

**Title IX Coordinator for Students**

Terrence Brennan  
District Dean of Students  
Collin Higher Education Center  
3452 Spur 399  
Suite 406  
McKinney, TX 75069  
Phone: 972.881.5734  
Email: [tbrennan@collin.edu](mailto:tbrennan@collin.edu)

**Deputy Title IX Coordinator for Students**

Amy Throop  
Associate Dean Title IX Compliance  
Technical Campus  
2550 Bending Branch Way  
Suite A004/A006  
Allen, Texas 75013  
Phone: 972.599.3126  
Email: [athroop@collin.edu](mailto:athroop@collin.edu)

**Title IX Coordinator for Employees**

Dr. Allison Venuto  
Chief Human Resources Officer  
Collin Higher Education Center  
3452 Spur 399  
Suite 339  
McKinney, TX 75069  
Phone: 972.881.5826  
Email: [avenuto@collin.edu](mailto:avenuto@collin.edu)

**Deputy Title IX Coordinator for Employees**

Tonya Jacobson  
Manager Employee Relations  
Collin Higher Education Center  
3452 Spur 399  
Suite 339  
McKinney, Texas 75069  
Phone: 972.758.3856  
Email: [tjacobson@collin.edu](mailto:tjacobson@collin.edu)

For more information, go to the [Reporting Prohibited Conduct webpage](#).

Information on Collin College’s Title IX investigation and resolution procedures is available on the [Title IX Complaint Resolution Process webpage](#).

**Students' Right to Contact the U.S. Department of Education**

Students have the right to submit a complaint to the U.S. Department of Education Office for Civil Rights (OCR) at any time. To file a complaint with OCR, call 800.421.3481, email [ocr@ed.gov](mailto:ocr@ed.gov), or go to [OCR's website](#).

## Section 2: Definitions

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The terms used throughout this handbook are defined below. These definitions comply with [ADAAA, Title of the Education Amendments of 1972 \(Title IX\)](#), and Texas state laws regulations.

### **Experiencing a Pregnancy-Related Condition(s)**

A pregnant person is considered to be “experiencing a pregnancy-related condition(s)” when they are dealing with ongoing medical issues from the pregnancy. Examples of pregnancy-related conditions include, but are not limited to, chronic migraines, depression, fatigue, gastroesophageal reflux disease (GERD), gestational diabetes, persistent morning sickness, severe pelvic bone and/or back pain, and urinary tract or bladder infections. For a list of common pregnancy-related conditions that may necessitate reasonable modifications, go to [The Pregnant Scholar’s List of Conditions and Accommodations webpage](#).

### **Modification**

An alteration of environment, curriculum format, or equipment that allows a student who is pregnant and/or experiencing a pregnancy-related condition(s) to gain access to content and/or complete assigned tasks. Modifications allow these students to pursue a regular course of study. Modifications do not alter what is being taught.

### **Parental Status**

In accordance with [Title IX](#), “parental status” means the status of a person who, with respect to another person who is under the age of 18, or who is 18 or older but is incapable of self-care because of physical or mental disability is:

1. A biological parent;
2. An adoptive parent;
3. A foster parent;
4. A stepparent;
5. A legal custodian or guardian;
6. In loco parentis with respect to such a person; or
7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.

### **Parenting Student**

In accordance with the [Texas Education Code Section 51.982](#) and [Section 51.983](#), “parenting student” means a student enrolled at an institution of higher education who is the parent or legal guardian of a child under 18 years of age.

### **Pregnancy or Related Conditions**

In accordance with [Title IX](#), “pregnancy or related conditions” means:

1. Pregnancy, childbirth, loss of pregnancy, or lactation;
2. Medical conditions related to pregnancy, childbirth, loss of pregnancy, or lactation; or
3. Recovery from pregnancy, childbirth, loss of pregnancy, lactation, or related medical conditions.

### **Pregnant**

In accordance with the [Texas Health and Safety Code, Section 170A.001](#), “‘Pregnant’ means the female human reproductive condition of having a living unborn child within the female’s body during the entire embryonic and fetal stages of the unborn child’s development from fertilization until birth.”

## Section 3: Reasonable Modifications for Pregnancy and/or a Pregnancy-Related Condition(s)

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### General Considerations

1. Collin College provides classroom modifications to students who are pregnant and/or experiencing a pregnancy-related condition(s) on a case-by-case basis if the student requests them and they are reasonably available.
2. The objective of reasonable modifications is to accommodate the student who is pregnant and/or experiencing a pregnancy-related condition(s), not to dilute scholastic requirements.
3. Each reasonable modification must be based on the student's individualized needs.
4. In determining what modifications are required, Collin College must consult with the student.
5. A modification that Collin College can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.
6. The student has the discretion to accept or decline each reasonable modification offered by Collin College. If a student accepts Collin College's offered reasonable modification, Collin College must implement it.
7. Collin College must not require supporting documentation unless the documentation is necessary and reasonable for Collin College to determine the reasonable modifications to make or whether to take additional specific actions.
8. Collin College must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in Collin College's class, program, or extracurricular activity unless:
  - a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
  - b. Collin College requires such certification of **all** students participating in the class, program, or extracurricular activity; and
  - c. The information obtained is not used as a basis for discrimination prohibited by [Title IX](#).
9. Some students who are pregnant and/or experiencing a pregnancy-related condition(s) self-identify and request reasonable modifications by contacting the Title IX Office, ACCESS Office, and/or their professors before the semester begins or early in the semester. Others may not.
10. Some students apply for modifications late in the semester. In these cases, professors are not expected or required to provide retroactive modifications. However, it may still be helpful to have this information, even at a late point in the semester, and flexibility with attendance may be arranged when appropriate.
11. Modifications are not retroactive, and professors are not expected or required to provide modifications prior to the date the student's modifications go into effect.
12. In order to receive reasonable modifications, students who are pregnant and/or experiencing a pregnancy-related condition(s) must apply for services.
13. If you suspect that a student is pregnant and/or experiencing a pregnancy-related condition(s), seek guidance from the Title IX Office and/or ACCESS Office. Do not make assumptions about or comment on their presumed status.
14. A statement has been added to the Concourse syllabus encouraging students who are pregnant and/or experiencing a pregnancy-related condition(s) to apply for modifications early in the semester.
15. Professors are not required to change the fundamental course requirements or grading scale for students who are pregnant and/or experiencing a pregnancy-related condition(s).

16. Depending on the nature of the course, making up the exact missed assignment might not be feasible. The make-up work does not have to be exactly the same as the missed work but needs to be reasonably equivalent.
17. Collin College **will not** extend unlimited time to a student, nor will it otherwise modify its examination policies in a manner which fundamentally or substantially lowers the essential academic standards of the institution, its departments, or any course it offers.

### **Student's Responsibility to Self-Identify**

Students who are pregnant and/or experiencing a pregnancy-related condition(s) bear the primary responsibility for identifying their status(es) and for requesting reasonable academic modifications.

### **Requesting Modifications**

Students who need to request reasonable modifications due to pregnancy and/or experiencing a pregnancy-related condition(s) should complete and submit the [Pregnancy and Pregnancy-Related Conditions Modifications Application Form](#).

### **Examples of Reasonable Modifications that May Be Provided to a Student Who Is Pregnant and/or Experiencing a Pregnancy-Related Condition(s)**

After engaging in an interactive and individualized process, modifications that may be considered reasonable and afforded to a student who is pregnant and/or experiencing a pregnancy-related condition(s) include, but are not limited to:

1. Allowed to maintain a safe distance from substances, areas, and activities during labs that are known to be hazardous to pregnant students or unborn children.
2. Excused absences for reasons related to the student's pregnancy, childbirth, and any resulting medical status or condition(s), including, but not limited to, intermittent absences to attend medical appointments.
3. Allow the student a reasonable time to make up or complete any assignments or assessments missed due to an excused absence related to their pregnancy and/or pregnancy-related condition(s).
4. Allow extensions of deadlines for coursework and rescheduling of tests and examinations.
5. Provide the student with access to all course materials that are made available to a student with a temporary medical condition. This may include, but is not limited to, instructional materials, laboratory access, and recordings of class lectures, depending on the circumstances.
6. Provide the student with access to online or homebound education.
7. Allow the student extended time to complete assignments and exams.
8. Allow the student to take exams, tests, and quizzes in one (1) of Collin College's campus Testing Centers.
9. Allowed to come to class late or leave early.
10. Allowed to take frequent breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including, but not limited to, eating, drinking, or using the restroom.
11. Allow the student to sit or stand during class lectures.
12. Allow the student to carry or keep water nearby, and/or to have food and/or drink during class, testing, etc.
13. Allow physical changes in space or supplies (e.g., provide the student with preferential seating, access to a larger desk, and/or a chair without arms).
14. Allowed to utilize accessible equipment during class, lab, testing, etc.
15. Allow late withdrawals after the term withdrawal deadline.
16. Assignment of incomplete grade if the student requests it and meets the eligibility requirements.

### **Student's Responsibility to Provide the ACCESS Office Approved Modifications Form for Students Who Are Pregnant and/or Experiencing a Pregnancy-Related Condition(s) to Their Professor(s)**

Once reasonable modifications are approved, the ACCESS Office staff member will send the completed *ACCESS Office Approved Modifications Form for Students Who Are Pregnant and/or Experiencing a Pregnancy-Related Condition(s)* to the student's Collin College email account. The student will then be responsible for providing the *ACCESS Office Approved Modifications Form for Students Who Are Pregnant and/or Experiencing a Pregnancy-Related Condition(s)* to their professor(s). The student may send the form to their professor(s)'s Collin College email account, provide a hard copy of the form to each professor in person, and/or upload the form using a platform approved by Collin College (e.g., Canvas). We encourage students to speak with their professors about their modifications.

### **Faculty Member's Responsibility to Provide Approved Modifications**

Upon receipt of the *ACCESS Office Approved Modifications Form for Students Who Are Pregnant and/or Experiencing a Pregnancy-Related Condition(s)*, it is the faculty member's responsibility to ensure that the modifications determined to be reasonable and approved by the ACCESS Office are provided to the student in a timely, responsive, and individualized manner. Upon receipt of the form, we encourage the faculty member to reach out to the student to discuss implementation of the modifications.

### **Assisting Students Who Are Approved for Pregnancy and/or Pregnancy-Related Condition(s) Modifications and Disability Accommodations**

If a student has been approved to receive pregnancy and/or pregnancy-related condition(s) modifications and disability accommodations, it is the professor's responsibility to ensure that **both** the modifications and accommodations are provided to the student in a timely, responsive, and individualized manner.

Pregnancy and/or pregnancy-related condition(s) modifications do not override disability accommodations and vice versa. The student is entitled to receive **both** types of academic assistance.

In the event of a conflict between the pregnancy and/or pregnancy-related condition(s) modifications and disability accommodations, the student will be entitled to the most liberal benefit afforded by either type of academic assistance.

If there are questions or concerns regarding effective implementation of a student's pregnancy and/or pregnancy-related condition(s) modifications and disability accommodations, the professor should contact the student's ACCESS advisor to discuss appropriate options.

### **Excused Absences**

The excused absences modification is granted when a student will occasionally need to be absent from class due to their pregnancy and/or pregnancy-related condition(s). Students who are eligible for this modification are responsible for completing all coursework and meeting the course requirements. This modification is not a "blank check" that allows students to miss a significant or large number of classes, assignments, or exams for any given course. Collin College will ensure that the total number of excused absences does not result in a fundamental alteration to an essential program requirement or conflict with federal law, state law, or accreditation standards.

### **Attendance Policies and Excused Absences**

Students are expected and encouraged to attend classes on a regular basis. Faculty have the right to establish attendance policies. The number of allowable absences depends on the interactive or participatory nature of a course, or is based on department, college, and/or accrediting agency rules. **Therefore, attendance policies are set by faculty at the college or departmental level.**

Professors are not obligated to re-teach material due to a student missing class. Students who are pregnant and/or experiencing a pregnancy-related condition(s) still have the responsibility to complete all classwork and meet the course requirements. Students who are pregnant and/or experiencing a pregnancy-related condition(s) should be held to the same standards as all other students.

The excused absences modification should always be considered on an individual class basis, allowing for a diligent and critical analysis of whether attendance is essential to the class learning objectives and pedagogical components. While an attendance/absence policy may already be incorporated into the professor's grading scheme and syllabus, and its value is inherent to student success and learning, this modification is intended to modify any stated attendance/absence policy to allow some flexibility beyond that limit to account for the student's needs related to their pregnancy and/or pregnancy-related condition(s).

In general, if the class is mostly lecture based, the in-class experience focuses on reviewing content available in the text or from instructor/peer notes, and involves little student interaction during class, then more flexibility with excused absences and/or participation is reasonable. However, there are many classes in which attendance could be critical to the learning objectives of the class. For example, attendance could be critical to the learning objectives for classes that utilize significant in-class participation/interaction as a method of instruction, where student learning is created/assessed in the classroom through experiential or conversational means, and/or in which absences would compromise the educational experience of other students in the class. In these situations, less flexibility with excused absences and/or participation may be reasonable.

The excused absences modification should be provided unless the modification will **significantly** compromise the integrity of the course, as offered. Once the professor receives a student's *ACCESS Office Approved Modifications Form for Students Who Are Pregnant and/or Experiencing a Pregnancy-Related Condition(s)* listing excused absences as an approved modification, the professor should determine the extent to which they can reasonably modify any attendance policy for the specific class without fundamentally altering the learning objectives. If the professor believes additional absences beyond their stated attendance/absence policy will fundamentally alter the nature or essential elements of the class, they should consult with the student's ACCESS advisor to determine reasonability. A modification for excused absences may not be reasonable if regular attendance and class participation are essential to the course and/or curriculum.

### **Excused Absences Due to Pregnancy and/or a Pregnancy-Related Condition(s)**

Any absences related to pregnancy and/or a pregnancy-related condition(s) **must** be considered medically necessary and excused. Students who think they will need to take an excused absence(s) due to their pregnancy and/or pregnancy-related condition(s) should complete and submit the [Pregnancy and Pregnancy-Related Conditions Modifications Application Form](#).

### Excused Absences That Do Not Require Documentation

Collin College will excuse absences related to a student's pregnancy and/or a pregnancy-related condition(s), including, but not limited to, childbirth, without a doctor's certification that such absence is necessary for three (3) class days.

The student will not be required to provide a doctor's certification or documentation to obtain these excused absences. Therefore, professors **may not** ask for documentation related to these types of excused absences.

### Excused Absences That Require Documentation

Students who need to take an excused absence related to pregnancy and/or a pregnancy-related condition(s), including, but not limited to, childbirth, for **longer** than three (3) class days will be required to provide an appropriate healthcare provider's certification to obtain these excused absences.

The student must have their healthcare provider complete the *ACCESS Office Pregnancy and/or Pregnancy-Related Condition(s) Excused Absence Healthcare Provider's Certification Form*. This form must be returned to the ACCESS Office via email to [access@collin.edu](mailto:access@collin.edu), and must be on file **prior** to the student taking the excused absence, except in the case of an emergency (e.g., pre-term delivery, difficult delivery resulting in complications that require hospitalization of the student and/or baby, emergency CEsarian section, healthcare provider-mandated bedrest and/or hospitalization). The ACCESS Office will notify the student's professors once the completed form is received.

### **Emergency Absences Due to Pregnancy and/or Experiencing a Pregnancy-Related Condition(s)**

In certain circumstances, a student who is pregnant and/or experiencing a pregnancy-related condition(s) may need to take an emergency absence. In these cases, the student may not always know ahead of time in order for them to request an excused absence through their professor(s) and/or the ACCESS Office. Circumstances that may necessitate an emergency absence include, but are not limited to, pre-term delivery, difficult delivery resulting in complications that require hospitalization of the student and/or baby, emergency CEsarian section, healthcare provider-mandated bedrest and/or hospitalization, etc.

Emergency absences due to pregnancy and/or a pregnancy-related condition(s) **must** be retroactively excused. If the emergency absence lasts longer than three (3) consecutive class days, the student must have their healthcare provider complete the *ACCESS Office Pregnancy and/or Pregnancy-Related Condition(s) Excused Absence Healthcare Provider's Certification Form*. This form must be returned to the ACCESS Office via email to [access@collin.edu](mailto:access@collin.edu). The ACCESS Office will notify the student's professors once the completed form is received.

### **Absences Not Related to a Student's Pregnancy and/or Pregnancy-Related Condition(s)**

Absences that are not related to a student's pregnancy and/or pregnancy-related condition(s) are not covered by the excused absences modification (e.g., car trouble; illness not associated with a student's pregnancy and/or pregnancy-related condition(s); medical appointment not associated with a student's pregnancy and/or pregnancy-related condition(s)). These absences should be addressed according to the attendance/absence policy stated in the professor's syllabus. Students who are pregnant and/or experiencing a pregnancy-related condition(s) are responsible for following the professor's syllabus policies, including, but not limited to, those regarding absences due to issues that are not related to the student's pregnancy and/or pregnancy-related condition(s).

### **Reasonable Extensions and Deadlines**

After an excused absence due to pregnancy, childbirth, or any related medical conditions, professors must allow a reasonable time for the student to make up missed assignments and exams. This is true regardless of the professor's typical makeup assignment policy. A student cannot be penalized for an excused absence covered under the excused absences modification. The professor must give the student a reasonable opportunity to earn back the credit missed due to the student's pregnancy and/or pregnancy-related condition(s). Additionally, there must be an equal opportunity given to earn credit from missed classes and/or assignments due to the student's pregnancy and/or pregnancy-related condition(s).

Modifications are not intended to allow a student who is pregnant and/or experiencing a pregnancy-related condition(s) to keep extending assignments or exams without any firm deadlines. However, state and federal regulations have not currently set any specific guidelines regarding the duration of an assignment or exam extension. The professor and student should work together to set extension deadlines that are reasonable given the student's

situation while also taking into account the course content and the fact that many assignments build on one another and/or rely on the material presented in a certain part of the semester to be completed successfully. If the professor has previously granted extensions for things like medical absences, they can also use those situations as examples of what might be reasonable under these modifications for students who are pregnant and/or experiencing a pregnancy-related condition(s). The professor might also want to discuss with or ask for additional information from their program director, discipline lead, associate academic/workforce dean, and/or academic/workforce dean regarding what might be reasonable in these situations.

Once a deadline or extension date is set, the professor should expect the student to meet that deadline and submit the coursework on time. If the student does not do so and does not contact the professor to provide a valid reason why they were unable to do so, it is reasonable for the professor to move forward with grading the assignment based on the student's non-submission by the stated deadline. Students should be communicating with their professors regularly, and if something changes, they should let their professors know as soon as possible.

## Section 4: Extended Leaves of Absence for Pregnant and/or Parenting Students

### General Considerations

1. Collin College will permit, but not require, a student who is pregnant, experiencing a pregnancy-related condition(s), and/or parenting to take an extended leave of absence related to their pregnancy, pregnancy-related condition(s), and/or parenting status.
2. Collin College will make every reasonable effort to facilitate extended leave for a student who is pregnant, experiencing a pregnancy-related condition(s) and/or parenting within their degree program's curriculum and accreditation requirements.
3. A student requesting an extended leave of absence due to their pregnancy, pregnancy-related condition(s), and/or parenting status may be required to meet with the appropriate program director, associate academic/workforce dean, and/or academic/workforce dean prior to beginning the extended leave.
4. In order to receive approval for an extended leave of absence, students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting must apply for services through the Title IX Office.
5. If you suspect that a student is pregnant, experiencing a pregnancy-related condition(s), and/or parenting, seek guidance from the Title IX Office. Do not make assumptions about or comment on their presumed status.
6. A statement has been added to the Concourse syllabus encouraging students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting to contact the Title IX Office to request an extended leave of absence.


### Student's Responsibility to Self-Identify

Students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting bear the primary responsibility for identifying their status(es) and for requesting an extended leave of absence.

### Requesting an Extended Leave of Absence

Students who are pregnant, experiencing a pregnancy-related condition(s), and/or parenting and need to request a voluntary extended leave of absence should complete and submit the [Pregnant and Parenting Students Extended Leave of Absence Request Form](#).

### Extended Leave of Absence Duration

Applicable Law	Students Who Are Pregnant and/or Experiencing a Pregnancy-Related Condition(s)	Parenting Students
Title IX	At minimum, the <b>period of time deemed medically necessary</b> by the student's licensed healthcare provider, <b>or</b> As allowed under state laws.	
Texas State Laws	A minimum of <b>one (1) semester</b> .	A minimum of <b>one (1) semester</b> .

### Student Meeting with the Financial Aid Office and/or the Collin College Foundation

In accordance with the [Texas Education Code Section 51.982](#), Collin College will implement policies and procedures to ensure that a student is informed of the possible impacts taking an extended leave of absence may have on their financial aid and/or scholarships. Collin College encourages students to meet with the Financial Aid Office and/or the Collin College Foundation (i.e., scholarship office) before the student takes an extended leave of absence. Students can contact the Financial Aid Office at 972.881.5760 or [FinancialAid@collin.edu](mailto:FinancialAid@collin.edu) and/or the Collin College Foundation at 972.599.3145 or [foundation@collin.edu](mailto:foundation@collin.edu) to schedule a meeting with the appropriate staff member(s).

**Return After an Extended Leave of Absence**

When the student returns to Collin College's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary extended leave began. Collin College will ensure that a student in good academic standing at the time an extended leave of absence commences may return to their degree or certificate program in good academic standing and not be required to reapply for admission so long as the program still exists at Collin College and the program would still meet accreditation standards. Collin College may require that the student fulfills revised requirements of the program if the program in effect when the student returns has changed.



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