

Pregnancy, Parenting, And Family Rights Policy

I. Policy Statement

The College is committed to providing all students and employees with the opportunity to pursue and attain their individual goals as it relates to the College's admissions, employment, and educational programs or activities. This commitment includes the College's students and employees who are pregnant, parenting, or experiencing pregnancy related conditions. The College prohibits differential treatment or discrimination against students and employees based on the student or employee's current, potential, or past parental, family, marital status, or pregnancy or related condition.

II. Definitions

"Pregnancy or related conditions" means:

- Pregnancy, childbirth, termination of pregnancy, or lactation;
- Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
- Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.

"Parental Status" means a person who is a biological parent; adoptive parent; stepparent; foster parent; legal custodian or guardian; in loco parentis with respect to a person; or a person who is actively seeking custody, guardianship, visitation, or adoption of a person.

III. Student Pregnancy Disclosure

A student who is, or becomes, pregnant or has a related condition is strongly encouraged to notify the Title IX Coordinator as soon as possible. By doing so, the student and the Title IX Coordinator can collaborate and develop an appropriate plan for the continuation of the student's education considering the unique nature of the College's programs and requirements, as well as particular challenges the student may face while pregnant or while experiencing a pregnancy related condition.

If a College employee is informed of a student's pregnancy or related condition by a student or a person who has a legal right to act on behalf of the student, the employee must provide the student or the student's representative with the Title IX Coordinator's contact information for further assistance, unless the employee reasonably believes the Title IX Coordinator has already been notified.

Contact information for the College's Title IX Coordinator is as follows:

Neil Callicot, M.B.A.
Title IX Coordinator and Director of Equity Issues
623 S. Wabash Ave. Suite 303
(312) 369-8595
ncallicot@colum.edu

The employee shall also inform the student or the student's representative that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the College's education programs or activities. However, the choice to declare a student's pregnancy is voluntary, and individuals are not required to disclose this information to the College.

After being notified by a student or the student's representative of the student's pregnancy or related condition, the Title IX Coordinator will do the following:

- Inform the student about the College's prohibition on sex discrimination, including sex-based harassment.
- Provide the student with the option of reasonable modifications due to the student's pregnancy or related conditions.
- Allow the student voluntary access to any separate and comparable portion of the College's education programs or activities.
- Allow the student a voluntary leave of absence for medical reasons to cover, at a minimum, the period of time deemed medically necessary by the student's licensed healthcare provider, and provide reinstatement for the student upon return from leave.
- Provide the student with a private, clean space for lactation that is a space other than a bathroom and is shielded from view and free from intrusion from others.

The College will not require students to submit supporting documentation for the above items, unless the documentation is necessary and reasonable for the College to determine the reasonable modifications to make, or whether to take additional, specific actions. Situations where supporting documentation is not necessary may include, but are not limited to, when the student's need for a specific action is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the College with sufficient supporting documentation; when the reasonable modification at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the requested action is available to other students for reasons other than pregnancy or related conditions and such students are not required to submit supporting documentation.

Additionally, the College will not require a student who is pregnant or has a related condition to provide certification from a healthcare provider or any other person that the student is physically able to participate in the College's class, program, or extracurricular activity unless:

- The certified level of physical ability or health is necessary for the student's participation in the class, program, or extracurricular activity;
- The College requires such certification of all students participating in the class, program, or extracurricular activity; and

- The information obtained is not used as a basis for discrimination.

IV. Options After Student Pregnancy Disclosure

Once a student has voluntarily disclosed a pregnancy or related condition to the College, the student has the following options:

Continue in the Program

- If a student decides to continue in the program and desires to have any modifications to the College's education programs and activities due to the pregnancy or related condition, the student should contact the Title IX Coordinator to discuss any reasonable modifications that may be necessary for the student to continue in the program. Such modifications, if any, are discussed in Section V below, and will be documented in writing and signed by both the student and the Title IX Coordinator or the Title IX Coordinator's designee (a sample of such a document is provided in Addendum A).
- The College will also allow a student to voluntarily access any separate and comparable portion of the College's education program or activity.

Voluntary Leave of Absence

- Students have the option to take a leave of absence due to pregnancy or related condition. However, such a leave of absence is not required. Should a student choose to take a leave of absence, a student is permitted to do so based on the medical recommendation of the student's licensed healthcare provider.
- A leave of absence due to pregnancy or related condition may be for various amounts of time depending on a student's particular circumstances and the period deemed medically necessary by the student's licensed healthcare provider. Such a leave may be extended if deemed medically necessary by the student's licensed healthcare provider. If the College establishes a leave policy that provides a greater period of leave time than the period of time deemed medically necessary by the student's licensed healthcare provider, and a student qualifies for leave under that other policy, the student may elect to take leave under that other policy instead of this Pregnancy, Parenting, and Family Rights Policy.
- Students are encouraged to communicate with faculty and supervisors regarding plans for leave to ensure a smooth return to campus.
- International students are further encouraged to contact their international advisor immediately, as a leave could require the student to leave the country.
- When a student returns from a leave of absence, the student will be reinstated to the same academic status and, where applicable, extracurricular status, that the

student held prior to their leave of absence. This includes the opportunity to make up any work the student missed while on leave.

- If taking a leave of absence due to a pregnancy or related condition, the student and the Title IX Coordinator or the Title IX Coordinator's designee will agree to and sign an Education Plan (a sample of which is provided in Addendum B).

Withdraw from the College

- The student may, in their sole discretion, determine that they must withdraw from the College for an indefinite period or permanently due to their pregnancy or related condition. Existing College withdrawal procedures, and readmission procedures (if applicable) apply.

V. Reasonable Modifications for Students

The College will treat pregnancy or related conditions, or temporary disability resulting from pregnancy or related conditions, in the same manner and under the same policies as any other temporary medical conditions.

Reasonable modifications for pregnancy or related conditions will be provided to students based on their individualized needs. Such reasonable modifications will be identified through an interactive process with the student; however, a modification is not reasonable if it fundamentally alters the nature of the College's education program or activity.

Reasonable modifications may include, but are not limited to:

- Breaks during class to attend to any necessary medical or lactation needs
- Access to online education, if comparable courses are offered online.
- Excused absences to attend medical appointments
- Schedule or course changes
- Test rescheduling
- Time extensions for coursework
- Counseling
- Physical space or supply changes
- Elevator access
- Other appropriate policy, practice, or procedure modifications

Students may accept or decline each reasonable modification offered by the College.

VI. Reasonable Modifications for Employees

The College will treat employee pregnancy or related conditions as any other temporary medical condition for all job-related purposes and will provide accommodations as appropriate. The College will further adhere to its leave policies for employee pregnancy or related conditions.

VII. Lactation Stations & Information

The College provides lactation stations across campus for breastfeeding students and employees: 754 S. Wabash, Floor 4, Room 432 (no keys needed); 600 S. Michigan, Floor 13, Room 1303B (pick up keys in advance), and 618 S. Michigan, Floor 9, Room 913 (pick up keys in advance). Keys to the rooms located at 600 S. Michigan and 618 S. Michigan can be obtained by contacting the Title IX Coordinator. These spaces provide a private, clean area where students and employees are shielded from view and free from intrusion. Additionally, should any student or employee reasonably prefer a different location (e.g., a site closer to a student's residence hall or an employee's office), the Title IX Coordinator is available to assist with reserving an alternative space.

The College will also allow reasonable break time for employees to express breast milk or breastfeed as needed.

VIII. Questions or Concerns

A student who has questions about this policy or who is concerned about its implementation should contact the Title IX Coordinator using the contact information listed in Section III of this policy. Employees with questions about the policy or concerns about its implementation should contact HR at: 312-369-7468 or gmora@colum.edu.

Addendum A
Continuation in Program after Disclosing Pregnancy

I. Acknowledgements

By signing this form, [INSERT STUDENT NAME] (“Student”) acknowledges the following:

- Student has voluntarily disclosed their pregnancy to Columbia College Chicago (the “College”) and intends to continue pursuing their degree in the College’s [INSERT PROGRAM].
- Student understands there are other options available, including taking a leave of absence.
- Student understands there may be potential risks to them and/or their fetus by continuing in the [INSERT PROGRAM]. The College has advised Student to consult with their doctor to discuss these potential risks.

II. Adjustments to Program

[In this section, describe any modifications that have been discussed and will be implemented based on the student’s pregnancy or related condition. Note if there have been no modifications implemented at the time of signature.]

- A. [insert modification]
- B. [insert modification]
- C. Student may request additional modifications at any time by contacting [insert College personnel contact]

The College and Student do hereby agree to the above.

[INSERT NAME], Student

Date

[INSERT NAME], [INSERT POSITION TITLE]
Columbia College Chicago

Date

Addendum B
Education Plan for Pregnancy Leave

Columbia College Chicago (the “College”) and [INSERT NAME OF STUDENT] (“Student”) have agreed to the following conditions related to Student’s leave of absence related to their pregnancy or related condition. Student’s leave of absence is scheduled to begin on [INSERT DATE] and Student is anticipating a return to school [INSERT DATE OR TERM]. 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

[In this section, discuss where Student currently stands academically, what modifications to the Student’s courses/degree track will be necessary because of the leave of absence, what classes the Student will be enrolled in upon return, etc.]

II. Financial Aid/Scholarships

[In this section, discuss current financial aid/scholarship/funding situation and any implications from taking leave.]

III. Additional Matters

[In this section, discuss any additional matters that are relevant to a particular situation, including any logistical considerations for a student’s readmission following a leave.]

- A. Student agrees to contact [INSERT APPROPRIATE PERSONNEL] _____ [days/weeks/months] in advance of Student’s return to the College in order to ensure a smooth transition back to school.

- B. Student will not be required to pay any application or readmission fees related to Student’s readmission to the institution.

The College and Student do hereby agree to the above.

[INSERT NAME], Student

Date

[INSERT NAME], [INSERT POSITION TITLE]
Columbia College Chicago

Date