



NORTH CAROLINA A&T STATE UNIVERSITY

PROCEDURES TO REQUEST REASONABLE ACCOMMODATIONS FOR PREGNANCY AND RELATED MEDICAL CONDITIONS

Appendix A to University Policy 206, Pregnancy and Related Medical Conditions

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs or activities including academic, educational, extracurricular, athletic, and other programs or activities of schools. University Policy 206, Pregnancy and Related Medical Conditions and University Policy 207, Title IX Sex-Based Misconduct prohibit discrimination based on sex (including pregnancy and parental status).

The University is committed to providing students, employees, and applicants who are pregnant or have a related medical condition with reasonable accommodations that are necessary to afford them an equal opportunity to participate in University educational programs or activities and employment to the extent that such accommodations would not result in a fundamental alteration of an academic program, essential job function, or impose an undue burden on the University.

Pregnancy and Related Medical Conditions Accommodations Request Form

Students, employees, and applicants must request accommodations in a timely manner to allow the Title IX Office to review documentation, determine eligibility, and implement accommodations. Individuals requesting an accommodation due to pregnancy or a related condition should complete and submit the Pregnancy and Related Medical Conditions Accommodations Request (PARMCAR) form. Upon receipt of the PARMCAR form, a member of the Title IX Office will invite the student, employee, or applicant to discuss the accommodations requested and the individual's needs. The Title IX Office may request that covered students, employees, or applicants provide additional documentation or information to support the request.

Determining Appropriate Accommodations

The Title IX Office will provide students, employees, and applicants with a centralized and collaborative process to provide consistency across all University programs, departments, or courses. The Title IX Office will work closely with students, employees, and applicants to explore all of their options, consider any impacts and alternative solutions, and facilitate communication with University offices and programs.

All accommodations are determined as part of an interactive and collaborative process. Following receipt of the request, Title IX staff will work with the student, employee, or applicant to determine how to reasonably accommodate their specific needs and with other appropriate individuals to further evaluate and/or implement the accommodations.

The requirements for every class, academic program, and employment position are different; therefore the Title IX Office will collaborate with the Office of Accessibility Resources (OARS), Dean of Students, the Division of Human Resources, program administrators, faculty, and managers as appropriate and solicit input to determine what accommodations are reasonable for a particular class, academic program, or to allow an employee to perform the essential functions of the job.

Student Accommodations

Reasonable Accommodations for Students

Inclusion of a listed accommodation below does not mean it would be a reasonable accommodation in all situations. Nothing in University Policy 206, Pregnancy and Related Medical Conditions requires modification of the essential elements of any University program. Reasonable accommodations for students may include, but are not limited to the following:

- Permitting student to make up missed work due to pregnancy or pregnancy-related medical conditions, including class participation and attendance credits, if the grading system in a course is based on class participation or attendance;
- Granting reasonable time and private space to pump breastmilk;
- Excusing medically-necessary absences for medical appointments and pregnancy-related medical conditions as determined to be necessary by a medical provider in accordance with the University's attendance policies;
- Postponement of quizzes and exams;
- Allowing frequent trips to the restroom or breaks for water;
- Extending deadlines and/or allowing students to make up tests or assignments;
- Granting incomplete grades for courses to be completed at a later date;
- Modifications of the physical environment, such as accessible seating or provision of temporary elevator access;
- Mobility support;
- Providing temporary disability parking permits;
- Providing remote learning opportunities;
- Providing larger uniforms for athletics or on-campus jobs;
- Allowing course drops, medical underloads, medical leaves of absence, or medical withdrawals;
- Excusing medically-necessary absences in coordination with the requirements set forth in the student handbook; and
- Granting requests from pregnant or nursing students to protect the health and/or safety of the student, employee, pregnancy, or child.

Potential Impact of Accommodations

Some accommodations, such as temporary withdrawal or transition to part-time status, may impact a student's access to resources such as financial aid, health insurance, and other campus services and may impact stipends, timing for program completion, and immigration visa status.

University Student-Employees

If a covered student is also a University employee, other employment policies and procedures may apply. The Title IX Office will help student employees coordinate between student and employee accommodations.

Absences

For undergraduate students requesting excused absences from classes, the Title IX Office will notify appropriate University officials in writing of any approved request.

Undergraduate, graduate, and professional students who are absent from class or excused from other educational responsibility are not relieved of their responsibility to keep up with any information shared or expectations set during the missed class(es).

Students whose absences were approved by the Title IX Office are still responsible for working with individual course faculty or instructor(s) to make alternate arrangements to obtain materials and information provided during any missed class, to reschedule exams or paper deadlines, and to submit all required course work. Students with absences approved by the Title IX Office should not be penalized for their absence.

Students requesting a particular form of make-up work, a particular extension, or an alternative means to obtain materials and information to accommodate pregnancy and related medical conditions, should submit their specific request on the PARCAR form, in addition to the request for the absence from class. Students are encouraged to discuss accommodations for long-term absences with the Title IX Office to determine any accompanying accommodations for related coursework or other program requirements. The Title IX Office will collaborate and consult with faculty and other academic administrators to determine reasonable and appropriate accommodations for the requesting student.

Requests for absences from an internship or externship, field placement, or other practical learning experience outside the classroom will be assessed on an individual, case-by-case basis in consultation with the University placement supervisor and the field placement supervisor.

Fundamental Alterations to Course or Academic Program

The Title IX Office will collaborate and consult with relevant faculty and administrators to determine reasonable and appropriate accommodations for individuals requesting an accommodation due to pregnancy or related condition. The University may decline to provide accommodations that create a fundamental alteration to a course or academic program. To determine whether a specific accommodation fundamentally alters the nature of a course or program, the Title IX Coordinator will consult with relevant administrators to carefully evaluate the requested accommodation. The Title IX Coordinator will consider the following:

- The essential academic standards of the course;
- What requirements go to the very nature of the subject matter or are of the utmost importance in achieving the course/program objective;

- The specific requirements that individual instructors believe are fundamental to teaching the course/program;
- The unique qualities of the course/program in relation to its overall objectives and any program for which the course is required;
- After a reasoned deliberation, whether the modification of the course/program changes the fundamental academic standards after a reasoned deliberation;
- Whether there are any options concerning the fundamental requirements of the course/program;
- Whether the requested accommodation lowers the academic standards of the course/program, and if so, why;
- Whether the course standards are the only way to achieve the desired academic objective; and
- Whether a different method or requirement that will not be altered by the accommodation achieves the required academic or pedagogical result, and if not, why.

Employee Accommodations

Paid Parental Leave & Family and Medical Leave

The University provides a paid parental leave (PPL) benefit for eligible employees. PPL is dedicated leave time to care for and bond with a newborn or a newly-placed child under the age of 18, by adoption, foster care placement, or other legal placement.

Other Leave Benefits

Employees may also qualify for leave under the Family and Medical Leave Act and other University policies.

Reasonable Accommodations for Employees

Inclusion of a listed accommodation below does not mean it would be a reasonable accommodation under all circumstances. Nothing in this Policy requires modification of the essential elements of any position. The University may make reasonable workplace accommodations, including but not limited to:

- Changes in workstation and seating equipment;
- Frequent or longer breaks;
- Adjustment of uniforms or dress codes;
- Assistance with manual labor, such as help with heavy lifting;
- Modified work assignments;
- Modifications of the physical environment, such as accessible seating or provision of temporary elevator access;
- Providing temporary disability parking permits;
- Mobility support;
- Excusing medically-necessary absences for medical appointments and pregnancy-related medical conditions as determined to be necessary by a medical provider in accordance with the University's attendance policies;
- Access to food and drink and permitting meals and beverages at work stations;

- Access to appropriate, non-bathroom lactation accommodations for rest or to express breastmilk; and
- Granting requests from pregnant or nursing employees to protect the health and/or safety of the student, employee, pregnancy, or child.

Requesting Accommodations Due to Pregnancy or Related Medical Condition

Students, employees, and applicants seeking reasonable accommodations due to pregnancy or related medical conditions must complete and submit the PARMCAR form to the Title IX Coordinator via email to titleix@ncat.edu or bmhayes1@ncat.edu, or by mail or in person at the Title IX Office located in the Dowdy Administration Building, 1601 E. Market Street, Suite 422, Greensboro, NC 27411.

Individuals with questions about University Policy 206, Pregnancy and Parenting and Related Medical Conditions and/or its application should contact the Title IX Coordinator at by phone at 336-285-3770 or 336-500-1803, or email at TitleIX@ncat.edu or bmhayes1@ncat.edu.

Decisions Regarding Accommodations for Pregnancy and Related Medical Conditions

The Title IX Coordinator will provide decisions regarding accommodation requests for pregnancy and related medical conditions in writing to the requesting individual and to the appropriate administrators or employees responsible for implementing the accommodations. Students, employees, or applicants who are dissatisfied with the decision regarding their request for accommodations are encouraged to work with the Title IX Office to resolve any disagreements.

If the student, employee, or applicant is unable to resolve a disagreement through the Title IX Office, the student, employee, or applicant may appeal the decision regarding the accommodation request in writing to the Affirmative Action Officer in the Division of Human Resources. The written appeal must contain the name and contact information of the individual requesting the accommodation, the specific accommodation requested and reason for the request, and why the individual disagrees with the decision issued by the Title IX Office. Appeals should be sent to the attention of the Affirmative Action Officer via email to hr@ncat.edu, or by mail or in person to the Affirmative Action Office in the Division of Human Resources located at 1020 E. Wendover Ave, Suite 109, Greensboro, NC 27405.

A student, employee, or applicant who believes that a faculty member or other University employee is not appropriately implementing a predetermined accommodation under University Policy 206, Pregnancy and Related Medical Conditions should report their concerns to the Title IX Coordinator, who will address the matter as appropriate.