Minnesota State Community and Technical College
Institutional Procedure

Procedure Title: Pregnancy and Childbirth

Procedure Purpose Statement:

To provide consistent guidance for students who experience an extended absence due to pregnancy or childbirth for as long as the student's doctor deems the absence medically necessary.

Associated M State Policy:

M State Tuition and Fees

Definitions:

None

Procedure:

Applicability

This procedure is applicable to students who experience an extended absence due to pregnancy or childbirth for as long as the student's doctor deems medically necessary, and where that extended absence affects the student's attendance at or progress in their higher education training or studies.

Students who are pregnant or experience childbirth and are unable to complete a semester due to medically necessary extended absences must, to the extent possible, be provided one of the following options:

Option 1. Withdraw and refund

The student may withdraw from one or more courses for which tuition and fees have been paid and be given a full refund of tuition and fees. In such a case, the student may either receive a retroactive drop from the courses or "W" (Withdrawal) grades with an approved tuition waiver. The student's grade point average must not be altered or affected in any manner because of action under this item. Any refunds are subject to the requirements of the state or federal financial aid programs of origination.

Students receiving financial aid who choose this option must be informed that they may be liable for any required refunds of state or federal financial aid funds.

Option 2. Delay completion

The student may be given a grade of incomplete in a course and complete it upon sufficient medical recovery. Course completion may be accomplished by independent study or by retaking the course without payment of tuition. Under federal financial aid policies, a course that is retaken under these conditions cannot be counted toward a student's enrollment load.

Option 3. Complete the course

The student may continue and complete the course for full credit. Class sessions missed by the student due to pregnancy or childbirth must be counted as excused absences and cannot be used to adversely impact the student's grade or standing in the class. However, any student who selects this option is not

automatically excused from completing assignments due during the time period when the student is absent due to pregnancy or childbirth.

A passing grade may be awarded if, in the opinion of the faculty member teaching the course, the student has completed sufficient work and has demonstrated sufficient progress toward meeting course requirements to justify the grade.

Refunds
Women who experience an extended absence due to pregnancy or childbirth are eligible to receive a refund for paid room, board and fees attributable to the time period during which the student was absent from the college and did not use the facilities or services. Any refund of room, board and fees is subject to the requirements of the state or federal financial aid programs of origination.

Withdrawal and Readmission
Students who choose to withdraw must be readmitted and reenrolled as students at the college, without penalty or redetermination of admission eligibility, within two years following the documented withdrawal due to pregnancy or childbirth.

How to Request Consideration:

- To request consideration the student should complete the College Academic and Student Services Appeal - Level 1.
- The appeal is located on the College website forms page under "Records Office Forms".
- The appeal must be completed electronically. Supporting documentation may be attached.
- The appeal is routed to the College Title IX representative for review.
- The reviewer submits the appeal decision to the records office to update student records and notifies the student or the decision.

Other Associated Policies:

Minnesota State Board Policy, *5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers*
United States Department of Justice, *Title IX of the Educational Amendments of 1972*

Procedure History:

Procedure Author: Sharlene Allen, Shawn Anderson, Peter Wielinski
Date of Implementation: Select Implementation date.
Date and Subject of Revision: Enter the Date and Revision informationSt.