



MISSION: Minnesota State Community and Technical College specializes in affordable and exceptional education, service, and workforce training. We welcome all students and engage them in shaping their futures and their communities.

VISION: A success story for every student. **VALUES:** Integrity. Inclusion. Innovation.

Procedure Title: [Pregnancy, Childbirth, or Breastfeeding Procedure](#)

Procedure Steward: [Chief Student Affairs Officer](#)

Category: [Student Policies](#)

Effective Date: [June 17, 2020](#)

Purpose Statement:

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

Associated M State and Minnesota State System Policies and Procedures:

[Minnesota State Community and Technical College Medical Withdrawal Procedure](#)

[Minnesota State Community and Technical College Tuition and Fees Policy](#)

[Minnesota State system Board Policy 5.12 Tuition and Fee Due Dates, Refunds, Withdrawals and Waivers](#)

Definitions:

N/A

Procedure:

Applicability

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

Student Options for Course Interruption by Pregnancy, Childbirth and/or Breastfeeding: Students who are pregnant, experience childbirth, or are breastfeeding and who 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 follow the Medical Withdrawal Procedure to 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, childbirth, or breastfeeding.

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

Students who experience an extended absence due to pregnancy, childbirth, or breastfeeding 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 for which the amounts were paid. 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, childbirth, or breastfeeding.

Responsibility:**Student**

The student is responsible to follow the Medical Withdrawal Procedure to submit an appeal and provide supporting documentation both initially and upon request of the College Appeal Committee. If the student has questions or needs assistance, please reach out to Student Services.

College Appeal Committee

The College Appeal Committee will review the appeal, supporting documentation, and college records to determine if the appeal will be granted or not. If additional information is required, a member of the College Appeal Committee will reach out to the student via email, telephone or both to provide information on what is being requested. The College Appeals Committee will research how each of the options might affect the student and work with the individual to determine the best option for the student if the request meets the applicability requirements for consideration under the Medical Withdraw procedure.

A designated member of the College Appeal Committee will send a response, to the student at the email address supplied on the appeal form.

Other Supporting References:

[Title IX of the Educational Amendments of 1972](#)

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