



UNIVERSITY OF
WEST GEORGIA

Last	N/A
Approved	
Effective	N/A
Next Review	N/A

Area	Employment (Procedures)
Chief Or Responsible Office	Chief Human Resources Officer

Pregnant and Parenting

Authority for Procedure granted by [UWG PL #4002, Non-Discrimination/Anti-Harassment](#)

The University of West Georgia (UWG) is committed to ensuring Pregnant and Parenting University Community members (i.e., faculty, staff, students, volunteers, visitors, vendors, and authorized/invited guests) have access to the resources and accommodations needed, and that their rights are protected.

This procedure informs the University Community of their rights and the accommodations provided by UWG and the local, federal, and state law. This procedure allows UWG to eliminate discrimination in the educational environment in terms of Pregnancy and Parenting while complying with applicable federal and/or state laws, as well as Board of Regents (BOR) policies. The University recognizes that pregnancy, in and of itself, is not a disability.

A. Pregnant and Parenting Rights of Students and Employees

Pregnant and Parenting employees and students are entitled to reasonable accommodations for as long as their doctor deems medically necessary. Each situation is unique, and reasonable accommodations will depend highly on the requirements of an individual's course and/or work environment.

Reasonable accommodations may include, but are not limited to, the following:

- Granting incomplete grades for courses to be completed at a later date
- Modifications of the physical environment, such as accessible seating or providing temporary elevator access
- Mobility support
- Allowing more frequent trips to the restroom, or breaks for water
- Extending deadlines and/or allowing a student to make up tests or assignments
- Providing temporary disability parking permits
- Providing remote learning opportunities

- Excusing medically-necessary absences
- Granting reasonable time and private space to pump or express breastmilk, breastfeed, or bottle feed a child.
- Providing larger uniforms for athletics or on-campus jobs
- Allowing course drops, medical underloads, medical leaves of absence, or medical withdrawals
- Granting requests from pregnant or breastfeeding students to protect the health and/or safety of the student, pregnancy, or infant (i.e. allowing the student to maintain a safe distance from hazardous substances)

B. Applicability and Participation

Students

Students who are, or become, pregnant are strongly encouraged to notify their faculty and the Title IX and Equal Opportunity Office (titleix@westga.edu).

Notification will allow the student and the University to collaborate to develop an appropriate plan for the continuation of the student's educational progression, as well as particular challenges the student may face while pregnant or recovering from childbirth (e.g., missed classes, make-up work, etc.).

1. When a pregnant or parenting student discloses, in writing, to the Title IX and Equal Opportunity Office (titleix@westga.edu) the need for accommodations during the current semester, the student is required to complete the following forms before receiving their Pregnant and Parenting Student Accommodations Report (PSAR).

- i. ~~The Pregnancy Adjustment Request for Students form requests the specific adjustments individuals are requesting, the time frame of when the adjustment will become medically necessary, and a brief explanation of the medical condition and the need for medical adjustment. The form is to be returned (via email to titleix@westga.edu, fax to 770-838-3495, or in person) to the Title IX and Equal Opportunity Office.~~

The **Pregnancy and Parenting Accommodations Request form** requests the specific adjustments individuals are requesting, the time frame of when the adjustment will become medically necessary, and a brief explanation of the medical condition and the need for medical adjustment. The online form is accessible via the [UWG Pregnant and Parenting Rights webpage](#).

- ii. ~~The Accommodations Health Information Release Waiver authorizes the student's health care provider to release relevant information regarding the student's medical condition to the Title IX Coordinator.~~

The **Health Information Release Waiver** authorizes the student's health care provider to release relevant information regarding the student's medical condition to the Title IX Coordinator. This form should be submitted by the student as part of their initial accommodation request and to their healthcare provider.

- iii. ~~The Medical Request for ADA Accommodations must be completed and returned via fax to 770-838-3495 by your healthcare provider. Note: It may be necessary to supplement or update this form as needs change throughout the pregnancy.~~

The Medical Request for ADA Accommodations must be completed and returned via fax to (678) 839-4798 or emailed to titleix@westga.edu by the student or their healthcare provider. **Note:** It may be necessary to supplement or update this form as needs change throughout the pregnancy.

Once all documentation has been returned to the Title IX and Equal Opportunity Office, the student will receive their PSAR to deliver to their professors as they see fit.

If all necessary documentation fails to be submitted within 30 days of the initial accommodation request, the student's request is subject to closure until all required documentation is received.

Note: *The choice to declare a pregnancy is voluntary, and a student is not required to disclose this information to the University. Therefore the University is not responsible for accommodations or considerations when disclosure is not provided according to this procedure.*

Pregnant students may attend classes and participate in all educational activities. Reasonable accommodations will be granted when necessary to enable the student to complete coursework, research, and other educational and extracurricular activities. The University is not responsible or liable for any conditions developed due to a student's decision to remain in the course or activities during or after pregnancy. Any student needing an advocate is encouraged to contact ~~Medical and Academic Advocacy Services at 678-839-6452~~ UWG's Student Advocate at (678) 839-5338.

2. Temporary Accommodation: Students may be required to provide documentation of the pregnancy or related medical condition to the Title IX and Equal Opportunity office. Title IX and Equal Opportunity will determine whether such accommodations are necessary and/or appropriate pursuant to Title IX. The student is responsible for informing the faculty member of the need to adjust academic parameters accordingly. To assist with these needs, the student may contact the Title IX and Equal Opportunity office should any complications arise.

3. Students returning from leave for pregnancy or birth of a child are entitled to return to the same academic program in the University with no loss of standing, credit, progress, grade point average, or other rights or privileges unless otherwise expressed in the program guidelines, such as course availability in a cohort program. The University will take reasonable steps to ensure an enrolled student at any level (certificate, undergraduate, graduate) in good academic standing before the leave of absence shall return to good academic standing in their program or course of study as long as the duration of their leave is consistent with this policy and the policies of the University.

- i. ~~There is no requirement to provide any documentation before returning from leave. If the student requires accommodations upon return from the leave, the Office of Title IX and Equal Opportunity should be notified of the pending return to initiate this process.~~

There is no requirement to provide any documentation before returning from leave. If the student requires accommodations upon return from the leave, the Office of Title IX and Equal Opportunity should be notified of the pending return to initiate this process.

- ii. ~~If a student does not return from the medical withdrawal or withdrawals for the semester immediately following the end of their approved leave, the student must submit a readmission application with the Office of Admissions by the established admissions deadlines (inactive/ not enrolled for more than three consecutive semesters)~~

If a student does not return from the medical withdrawal or withdrawals for the semester immediately following the end of their approved leave, the student must submit a readmission application with the Office of Admissions by the established admissions deadlines (inactive/ not enrolled for more than three consecutive semesters)

- iii. ~~The Time-to-Degree requirement will be extended for a period of time equal to the length of the leave of absence unless a longer extension is medically necessary for a student who has taken a leave of absence for pregnancy or birth of a child. For the non-birth parent, the Time-to-Degree is extended at least one month unless a longer period or extension is medically necessary to care for the student's partner or child. It is the student's responsibility to track their academic progression. Coursework expires ten years after completion for undergraduates (except for the core) and seven for graduate students.~~

The Time-to-Degree requirement will be extended for a period of time equal to the length of the leave of absence unless a longer extension is medically necessary for a student who has taken a leave of absence for pregnancy or birth of a child. For the non-birth parent, the Time-to-Degree is extended at least one month unless a longer period or extension is medically necessary to care for the student's partner or child. It is the student's responsibility to track their academic progression. Coursework expires ten years after completion for undergraduates (except for the core) and seven for graduate students.

Employees

Employees who are, or become, pregnant are strongly encouraged to notify ~~Employee Relations at~~ hrservices@westga.edu ~~The Office of Title IX and Equal Opportunity at~~ titleix@westga.edu with questions regarding pregnancy and parenting rights.

Additional resources are available depending on the employees' accommodation needs. ~~Please see the Americans with Disabilities Act (ADA) Request Forms and UWG PL #4001 Employee Leave procedure which includes~~ To request a reasonable work accommodation, employees may submit the ADA Accommodation Request form. For more information on the ~~Family Medical Leave Act (FMLA)~~ Employee ADA Accommodation process, reference [UWG PL 4002 Associated Procedure: Americans with Disabilities Act \(ADA\) Declaration and Reasonable Accommodations](#).

For information on the Family Medical Leave Act (FMLA), employees are encouraged to contact the Office of Human Resources at hrservices@westga.edu. Employees may also reference the [UWG PL #4001 Employee Leave](#) procedure which includes information on the Family Medical Leave Act (FMLA).

C. Expressing / Pumping of Breast Milk

For Students

Students planning to breastfeed or express milk while at UWG should do so around their scheduled class times. While professors are not required to excuse tardiness or absence due to lactation needs, students who request reasonable scheduling accommodations should be considered. [For questions concerning scheduling accommodations, students may contact the Office of Title IX and Equal Opportunity at titleix@westga.edu.](mailto:titleix@westga.edu)

For Employees, including Student Workers

Employees planning to breastfeed or express milk at UWG, are responsible for requesting and arranging appropriate and reasonable break times for lactation purposes. Supervisors should ~~attempt to~~ provide as much schedule flexibility and break time as reasonably possible to accommodate employees' needs. Both the employee and supervisor are encouraged to contact Human Resources for assistance.

For Supervisors

Under the Affordable Care Act (ACA), employers are required to provide a reasonable amount of break time and private space to express milk as frequently as needed. The frequency of breaks needed to express milk and the duration of each break will likely vary. Typically, a breastfeeding mother will need 20 – 30 minutes, 2 – 3 times per day, but it will vary over time and by the individual.

Breastfeeding employees will be allowed a reasonable amount of break time to breastfeed and/or express milk during work hours, which, if possible, shall run concurrently with normal break and meal periods. Breastfeeding employees should work with their supervisors to establish mutually convenient times. Supervisors should attempt to provide as much flexibility and break time as reasonably possible to accommodate the employee's needs, as long as the department's work needs can be efficiently and effectively met.

UWG has several designated lactation areas. In the absence of a designated lactation area in the building, supervisors should review with the breastfeeding employee the available space in their department and be prepared to identify suitable accommodations, ideally no more than five minutes away. An employee or student may express breast milk in her work or study area as long as it meets or can be temporarily adapted to meet the requirements of a suitable lactation area.

Upon notification by an employee of a need to express milk and/or breastfeed in the workplace, supervisors should advise them of the resources posted on the UWG [Pregnant & Parenting Rights](#) [Family Resources on our Campus](#) webpage.

D. Lactation Spaces

The lactation areas on UWG premises are available to all University Community members. A list of lactation spaces is available on the [Family Resources on our Campus](#) and [Pregnant & Parenting](#)

[Rights Family Resources on our Campus](#) and [Pregnant & Parenting Rights](#) webpages.

- Reasonable lactation accommodation must fall within these parameters: a clean, private (the ability to be shielded from view and free from intrusion) space, electrical outlet, chair, table for breast pump, and nearby access to clean running water. A toilet stall is not considered an appropriate space for lactation purposes and would not comply with the Affordable Care Act or this procedure. Individuals are responsible for keeping lactation areas clean after use and ready for the next user, including wiping down surfaces and disposing of any food or drink items brought into the room.
- An employee or student may express breast milk in their private work area, study area, or other location if it meets or can be temporarily adapted to meet the above requirements.
- UWG is not responsible for the integrity or security of breast milk stored in any on-campus refrigerator. Employees and students must provide containers to store expressed milk while on campus. Employees should check with their supervisor to determine if a refrigerator is available near their work area where breast milk may be stored. If no refrigerator is available, employees and students must provide means to store and keep the milk cool.

E. Non-Compliance

All reports of discrimination or Harassment based on pregnant or parenting status in violation of [UWG PL #4002 Non-Discrimination/Anti-Harassment Policy](#) and Associated Procedures shall be reported to the Title IX Coordinator and Equal Opportunity Officer titleix@westga.edu.

Definitions

Disabled Individual - The ADA defines a disabled individual as:"

Any individual who has a physical or mental impairment that substantially limits one or more major life activities..." Examples of major life activities include caring for oneself, performing manual tasks, walking, seeing, breathing, learning, and reproducing.

"Any individual who has a record of such an impairment..." Examples of this application include persons in remission from cancer or individuals who received special education services while in public school. Although the disability may not be visible, there is a record or history of having a particular disability.

"Any individual who is regarded as having such an impairment." In this case, the individual does not have a documented disability but is perceived as having one.

Medically Necessary - A covered health service or treatment that is mandatory to protect and enhance a patient's health status and could adversely affect the patient's condition if omitted in accordance with accepted standards of medical practice.

Non-Birth Parent - Spouses or partners of individuals anticipating or recently experiencing the birth of a child; parents who have adopted a child; foster parents; parents by means of surrogacy.

Parenting Student - Any enrolled student of the University, with no exception of gender, who has a child

or is expecting a child.

Pregnancy-Related Conditions - Conditions (e.g., medical appointments, childbirth, or necessary bed rest) that include the mother's health, the baby's health, or both.

Time-to-Degree: the total time, in calendar years, between initial enrollment in a postsecondary institution and subsequent degree attainment, regardless of whether or not the student was enrolled.

Forms

~~[Pregnancy Adjustment Request for Students](#)~~[Pregnancy and Parenting Accommodations Request](#)

[Health Information Release Waiver](#)

~~[Medical Request for ADA Accommodations](#)~~[Medical Request for ADA Accommodations](#)

~~[ADA Request Form \(for employees\)](#)~~[Employee ADA Request form](#)

Guidelines/Related material

~~[Pregnant & Parenting Rights webpage](#)~~[Pregnant & Parenting Rights webpage](#)

If you are a student and need assistance with pregnant and parenting accommodations or have questions about your rights and options under Title IX, contact the Title IX Coordinator and Equal Opportunity Officer: Brianna Baldwin

Phone: (678) 839-4977

Email: titleix@westga.edu

If you are an employee in need of an accommodation, contact ~~[Employee Relations at hrservices@westga.edu](#)~~ the ADA Coordinator at titleix@westga.edu.

~~[Family Resources on our Campus webpage](#)~~[Family Resources on our Campus webpage](#)

Keywords

Complaint, Misconduct

Approval Signatures

Step Description

Approver

Date