



TOOLKIT: PREGNANCY & RELATED CONDITIONS FACULTY ACCOMMODATION NOTICE & MAKE-UP WORK PLAN

Faculty should use this Faculty Accommodation Notice and Make-Up Work Plan to document approved academic accommodation for a student affected by pregnancy, childbirth, termination or loss of pregnancy, recovery, lactation, or parenting responsibilities, consistent with Title IX and applicable California law.

This notice confirms approved accommodation and outlines how coursework will be completed without academic penalty.

STUDENT & COURSE INFORMATION

Student Name: _____

Student ID: _____

Course Name & Section: _____

Instructor: _____

Term: _____

Date of Notice: _____

NOTICE OF APPROVED ACADEMIC ACCOMMODATION

This notice confirms that the student identified above is entitled to reasonable academic accommodation related to pregnancy or parenting status.

Accommodation must be implemented:

- Without academic penalty
- Without retaliation
- Without requiring disclosure of unnecessary medical information, see below:

Examples	Documentation Required?
Pumping/Breastfeeding	No. Prohibited by CA law.
Minor Classroom Tweaks	Usually, No. Especially if the need is "obvious."
Short Absences (< 3 days)	Only if required for all other sick students.
Long-term Medical Leave	Yes. A basic note confirming medical necessity.



(HR-Title IX & EEO Office to manage: faculty cannot accept medical documentation)

Approved accommodation may include, but are not limited to (check all that apply):

- Excused absences related to pregnancy or parenting needs.
- Extended or flexible deadlines for assignments or exams.
- Make-up exams, quizzes, labs, or clinical activities.
- Attendance flexibility or alternative participation methods.
- Temporary modification of participation or physical requirements.
- Breaks for lactation, bathroom or medical needs.
- Other: _____
[** Specific arrangements are documented in the Make-up Work Plan**]

MAKE-UP WORK PLAN

1. Duration of Adjustments

Start Date: _____

Anticipated End Date (if known): _____

(Dates may be adjusted as needed based on medical or parenting circumstances.)

2. Attendance & Participation Adjustments

Describe how attendance or participation expectations will be adjusted:



3. Assignments & Revised Deadlines

Assignment	Original Due Date	Revised Due Date	Notes

4. Exams, Labs, or Clinical Activities

Describe how exams, labs, or clinical requirements will be completed or made up:

5. Communication Plan

Preferred method for ongoing communication regarding coursework (check all that apply):

- Email
- Office hours (in-person or virtual)
- Learning management system
- Other: _____

6. Additional Notes or Temporary Modifications



Acknowledgment

This plan is intended to maintain essential learning outcomes while ensuring equitable access and compliance with state and federal laws.

Instructor Signature: _____ **Date:** _____

Student Acknowledgment (optional): _____ **Date:** _____

Important Reminders

- Do not request unnecessary medical documentation
- Do not apply grading penalties related to approved adjustments
- Maintain student privacy and confidentiality
- Refer questions or concerns to the Title IX Office

For questions, or concerns about noncompliance, please contact the Title IX and EEO Officer at:

Title IX & EEO Officer
Human Resources Division
(619) 482-6530
Email: swcertix@swccd.edu
[Title IX \(swccd.edu\)](http://swccd.edu/titleix)