

	Title IX ---Steps that include Students' Responsibilities & To Do List:	Date Completed
1.	Request Assistance due to pregnancy by contacting Disability Services (DS) Schedule an Appointment: 1. Contact Brandy Retzlaff, at 402-844-7714 or bretzlaf@northeast.edu or 2. Mary Balaski, Director of Disability Services, at 402-844-7343 or mary@northeast.edu	
2.	Complete the Request for Accommodation Pregnancy form Provide the Health Care Provider Medical Verification Form to your Doctor within one week of receiving email notification of your rights and responsibilities. If assistance is needed to complete the online Request for Accommodations form , contact Brandy Retzlaff.	
3.	Meet briefly (in person or by zoom) with Brandy Retzlaff, to: <ul style="list-style-type: none"> • review your rights and responsibilities and the college's rights and responsibilities • review responses provided on the Request for Accommodation Pregnancy form and • provide information about your courses and pregnancy related considerations. 	
4.	Follow up with health care provider ensuring the completion of the Health Care Provider Medical Verification form and have the provider fax form to DS within two weeks. a) If there is a need for immediate accommodations, have your Health Care Provide complete the form within two working days and fax it to DS at 402-844-7412. DS will contact you within five working days to schedule time to meet by zoom or in person to develop a <i>Temporary Accommodation and Academic Support Plan</i> . (See step 6.) b) Medical documentation is retained in disability services and kept confidential not subject to being released to another party. c) Contact Brandy to confirm medical documentation has been received. d) Once medical documentation has been obtained, Brandy will schedule with you an appointment to meet with Mary Balaski to complete A Temporary Accommodation and Academic Support Plan. (Step 6)	
5.	Contact the Director of Financial Aid, Stacy Diekman, at 402-844-7288 or stacyd@northeast.edu if you make any changes in your course load a) If there is a change in your status as a full-time to part-time student b) If you are going to be or could be absent from classes more than one week. c) Instructors should follow the Early Alert procedure when a student stop attending even for health-related matters. Attendance Policy is considered in Title IX planning. d) If you need to take an incomplete for the course. Communicate any changes in your schedule with the financial aid office due to Federal Law Guidelines the College must follow.	
6.	Engage in a discussion with the DDS, Mary Balaski, regarding appropriate accommodations related to course requirements and course delivery. a. Planning includes a review of recommendations from your healthcare provider, course requirements and delivery methods, other life commitments beyond college, child care plans, and your requested accommodations. b. The DDS and you will have a conversation and develop <i>A Temporary Accommodation and Academic Support Plan</i> . <ul style="list-style-type: none"> • This plan includes input from you and DDS with input from faculty and Deans when needed. • The <i>Plan is electronic format so an oral signature is obtained to state you were an active participant in the plan development.</i> • Accommodations are only for matters related directly to the student's pregnancy/related medical needs and some adjustments may require providing additional medical documentation verification from the health care provider to DS. <ul style="list-style-type: none"> ➤ Failure to follow the process may result in a delay of implementing accommodations. ➤ Accommodations do not have to be retroactive. ➤ A student has a right to choose to follow the Title IX procedure to receive necessary accommodations and or a right to decline accommodations. ➤ The college has the right to expect students to follow a procedure to receive necessary accommodations. ➤ The DDS will notify instructors if a student fails to follow the Title IX procedure and or declines using approved accommodations. 	

	<p>During planning we consider:</p> <ul style="list-style-type: none"> • Attendance and/or course participation flexibility is not a license to miss unlimited classes or most of the scheduled class time or to have unlimited adjustments to due dates without penalty. Nonparticipation or stop attending for 14 days is reported to Financial aid. • Faculty are NOT to lower academic standards for courses, only provide for equal access using approved accommodations allowing a student to demonstrate their academic abilities. Accommodations should not fundamentally alter essential functions of a course, modify, or waive academic or technical standards, or give students an unfair advantage. 	
7.	<p>Update the DS regularly (Brandy or Mary)</p> <p>a) Regarding your pregnancy and related condition(s), when you deliver, and through the recovery period providing written documentation from your physician specifying dates that it is medically necessary for you to be absent from classes, course, lab, or clinical participation, with the date you are released to resume participation. If there are any restrictions, this must be communicated also.</p> <p>b) Follow up with your conversation with instructors about the Title IX Plan</p> <p>c) Remember that Attendance and/or Course Participation flexibility is not a license to miss unlimited classes or most of the scheduled class time. Nonparticipation or stop attending for 14 days is reported to Financial aid.</p>	
8.	<p>Communicate a need for any adjustments in your <i>Temporary Accommodation and Academic Adjustment Plan.</i></p> <p>Failure to follow Title IX accommodation procedures for pregnancy and pregnancy related issues subjects you to procedures and policies set forth by instructors, program directors and Deans for your program of study and coursework.</p> <p>a. Typically, procedures and policies are in the student handbook, in course syllabus, and other written instructions provided to you, specific to your program.</p> <p>b. Failure to follow through with any of the above steps, results in the assumption that you do not wish to receive any accommodations or adjustments and are opting to abide by all procedures and policies set forth for students without need for temporary accommodations and supports. Faculty should not provide accommodations or adjustments that are not formally communicated in the Title IX plan unless they always make similar adjustment for any student making a request.</p>	
9.	<p>Lactation considerations and planning: Accommodation and procedure</p>	