**Template #1**

*Pregnant students who are experiencing a normal pregnancy and are not missing any classes.*

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Dear {student’s name}:

Congratulations on your pregnancy!

Thank you for informing me of your situation. Please be assured that I will work with you to ensure you have the opportunity to complete this course. The purpose of this email is to share some information with you, so that you are aware of what to expect during the semester.

Until the point that you give birth, you will be held to the same expectations of all other students as stated in the syllabus. However, if there is any change in your or your baby’s health as it relates to your pregnancy or a change in your doctor’s directives as it relates to attending classes during your pregnancy, please notify me as soon as possible so that we can work with the Equity Office to make adjustments as soon as possible.

Per our policy, I am also copying our Title IX Coordinator/Equity Officer, Loyce Brown, on this email so that she is aware of your situation. She will be reaching out to you to provide you with some information and if any medical documentation is needed, it will be requested by her and kept confidential in the Equity Office.

Please keep me and the Equity Office informed of any changes to you/your baby’s health, specifically if any pregnancy related complications arise so that we can address any needs you have as soon as possible. Should you have any questions regarding your protection under Title IX as a pregnant student, you may contact the Title IX Coordinator, Loyce Brown, at (989) 686-9547 or equityoffice@delta.edu.

Once again, congratulations, and I wish you a very happy and healthy pregnancy!