

TITLE IX INFORMATION

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Process in Sequence

1. Student notifies faculty member of pregnancy related complication that may impact class attendance.
2. Faculty member enters report into Maxient notifying the Title IX office that a student is pregnant and may need and/or qualify for accommodations.
3. DAS will contact the student and provide form for medical personnel to complete documenting pregnancy related complication(s).
4. Student will submit necessary documentation to DAS office for review.
5. DAS will review documentation and forward findings to Title IX office.
6. Title IX office will review and communicate with DAS office regarding appropriate accommodations.
7. Title IX office will inform the student and individual faculty of accommodations that must be granted.
8. DAS office will email accommodation letter to student and all individual faculty.
9. Title IX office will notify E-learning if accommodations require altering access to class Moodle page.

Maxient is the vehicle that is used by GTCC to formally report a student's pregnancy and to request accommodations based on documentation of a pregnancy related complication. Once a faculty member is notified of a pregnancy or pregnancy related complication, he/she should submit a Maxient form to be reviewed by the Title IX Office.

The reporting form is located in the GTCC portal (for faculty) in the Campus Applications block as [Report a Student's Complications Associated with Pregnancy](#).

The direct link to the form to report a student's complications associated with pregnancy is https://cm.maxient.com/reportingform.php?GuilfordTechCC&layout_id=6.