

# SAMPLE LETTER

Your Name  
Street Address  
City, State, Zip Code  
Date

Name of Title IX Coordinator or Other Administrator  
Name of University  
City, State, Zip Code

Re: Pregnancy Discrimination and Title IX

Dear \_\_\_\_\_ [name of Coordinator/Administrator],

I am a [graduate/undergraduate/vocational] student in \_\_\_\_\_ [name of school/program]. At this institution I have been discriminated against by \_\_\_\_\_ [names other students/teachers/staff members] because of my pregnancy. I was denied the opportunity to *[describe the discrimination you faced. For example, were you denied the opportunity to continue in or engage in a new research project or extracurricular activity? Did a professor refuse to excuse an absence related to your medical needs? Were you excluded from class participation? Were you not able to receive special services (like take-home assignments) that are typically given to other students with temporary medical conditions?]*. This occurred on \_\_\_\_\_ [date(s) or approximate time period] when \_\_\_\_\_ [describe the incident(s) in as much detail as you can remember] at \_\_\_\_\_ [describe specific place(s) where this happened]. \_\_\_\_\_ [name of person(s)] witnessed what happened and \_\_\_\_\_ [if they responded in some way, insert detail here].

[You don't need to report the discrimination to a professor or staff member before you fill out this letter. But if you did, describe here when and to whom you reported it. Also, write what you told them and how they responded.]

Title IX prohibits sex discrimination—including discrimination because of a student's pregnancy or related conditions—in universities that receive federal funding. Because our university receives federal funding, under Title IX you are responsible for investigating my complaint of discrimination in a prompt, thorough, and fair way. If you find that I have experienced pregnancy-based discrimination, you must take steps to end it and prevent it from happening again.

*[Explain what you would like your university to do to stop the discrimination or fix the harm the discrimination has caused you. For example, you might ask your school to adopt a consistent medical leave policy for pregnant students, or conduct trainings for staff and faculty on Title IX's ban on pregnancy-based discrimination. You might also suggest ways your school can directly address the harms you suffered, such as reinstatement into a program you were excluded from based on your pregnancy.]*

[If applicable:] In addition, our \_\_\_\_\_ [university and/or state] has a policy against pregnancy discrimination you are also violating. *[Note: If you don't know whether your university or state has a pregnancy discrimination policy that offers students protections beyond those provided by Title IX, you can delete this sentence.]*

Please let me know of the actions you have taken to comply with Title IX, to stop the discrimination and to ensure it does not happen again. I expect a response within five (5) business days.

Thank you for your prompt attention to this very serious problem.

Sincerely,

[sign here]

\_\_\_\_\_ [print your name]

CC: \_\_\_\_\_ [name of Dean of Students], Dean of Students

*[Be sure to keep a copy of this letter for your records]*