PARENTAL ACCOMMODATION REQUEST

INSTRUCTIONS

To be submitted in sealed, signed envelopes.

1. Statement from birth mother's medical provider, adoption or foster care agency or, in the case of private adoption cases, from the lawyer, indicating due date, faster care date, or adoption date. For acute child health care requests, the Acute Child Health Care Accommodation Request form must also be completed by the health care provider and attached to this application.
2. Copy of appointment letter documenting financial support for period of requested paid accommodation (six-week paid accommodation only).

Email form with required documentation to gradstudserv@cornell.edu, 90 days prior to the requested start date for the accommodation.

Provide your field with a copy of the completed form. All information on this form, excluding signatures, should be printed or typed. If you have questions, please contact the Graduate Student Services Records Team at (607) 255-5820.

BIOGRAPHICAL INFORMATION

_____
Cornell ID number   NetID   E-mail address

_____
Last name   First name   Middle initial

_____
Academic program (Field)   Degree program

ACCOMMODATION REQUESTED

Six-week paid accommodation (available to fully-funded graduate students only)

Two-week extension for birth mothers who deliver by C-section

Reduced-load registered student status

DATES OF REQUESTED ACCOMMODATION

Start date: _____   End date: _____

REASON FOR ACCOMMODATION (optional)

Childbirth/Newborn Care   Adoption

Foster Care   Acute Child Health Care

INTERNATIONAL STUDENTS ONLY

_____
Citizenship status   International Students and Scholars Office signature   Date

SIGNATURES OF APPROVAL   All the following information and signatures are required.

_____
Director of Graduate Studies name   NetID   Signature   Date

_____
Special Committee Chair name   NetID   Signature   Date

_____
GFA or Administrative Mgr. name   NetID   Signature   Date

_____
Graduate Student Services Records Team (name)   NetID   Signature   Date

PARENTAL ACCOMMODATION REQUEST

BEFORE YOU BEGIN

Cornell University is committed to fostering a family-friendly environment in which graduate students can balance scholarly and parenting responsibilities while successfully pursuing their academic and research goals. In support of this objective, the University offers graduate students two forms of accommodation for childbirth, newborn care, adoption, foster care, and acute child health care needs.

Students may select six-weeks paid accommodation with the option of a two-week extension for birth mothers who deliver by C-section (for fully funded graduate students only) or up to one year of reduced-load registered student status not counting toward time-to-degree limits (available to all students).

To be eligible, a student registered in full-time study in good academic standing for two consecutive academic- year semesters (fall and spring or spring and fall) at the Cornell-Ithaca Graduate School or the Weill-Cornell Graduate School of Medical Sciences. Graduate students in the professional school degree programs of D.V.M., J.D., M.B.A., and M.D. are excluded from this policy. For further details, consult University Policy 1.6: Graduate and Professional Student Parental Accommodation.

GFA Checklist

1. Schedule meeting of DGS, supervisor and student to discuss coverage of any assistantship responsibilities during the accommodation period
2. Follow up with DGS following meeting and document arrangements in letter to student. Send copy of letter to field's Graduate Student Service Representative for student's permanent file.
3. Upon notification of outcome of Associate Dean Jason Kahabka's review, contact administrative manager for graduate student transfer of accommodation funds.
4. Upon student's return from accommodation, contact administrative manager in department to reinstate student's funding from department/field, as needed.

Records Team Checklist

1. When form received at Graduate School for signature, make copy of form only for files. The supporting documentation must be left in the sealed, signed envelopes.
2. Upon notification of outcome of Associate Dean Jason Kahabka's review, contact graduate field to inform GFA of outcome.
3. File notification from Jason Kahabka in student's permanent file.
4. Record any needed changes to student's registration status.