

Graduate School

143 Caldwell Hall
Ithaca, NY 14853-2602

Date _____

PARENTAL ACCOMMODATION REQUEST

INSTRUCTIONS

To be submitted via email to the Graduate School:

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, foster 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 (twelve-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

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

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

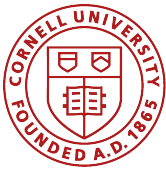
All the following information and signatures are required.

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



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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 twelve-weeks paid accommodation 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 is received, ingest form into student's permanent file.
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.