

**Request for Childbirth or Parental Accommodation
(Full-Time Students only)**

Student Information (please print):

Name: _____ RIN #: _____

Dept: _____ Advisor: _____

Email address: _____

Appointment Type (check one):

- Fellowship
- Research Assistant
- Teaching Assistant
- None

Type of Accommodation Requested(check one):

- Childbirth (attach evidence A)
- Parental
Spouse (attach evidence A and B)
Domestic partner (attach evidence A and C)
Adoptive/Foster parents (attach evidence D)

Dates of Requested Accommodation:

From _____ to _____

- Paid** **Unpaid**

Acceptable Forms of Evidence (please check those attached)

- A – Medical documentation of pregnancy
- B - Marriage Certificate
- C - Affidavit of Domestic Partnership
- D - Legal Evidence of a Pending Adoption or Foster Care appointment

Declaration:

I certify that the information above and the attached evidence are true, accurate, and complete. I understand that requesting accommodation using false or incomplete information is fraud, which will result in disciplinary action.

Signed: _____ Date: _____

Office of Graduate Education:

- Approved
- Not approved (give reason) _____

Funding Source:

- Funding from current appointment (Childbirth Accommodation only)
- Funding from Childbirth Accommodation Fund (Childbirth Accommodation only)
- No Funding

Signed: _____ Date: _____

Permitted Accommodation Periods:

Childbirth and Parental Accommodation are a maximum of one semester after which a new plan of study should be approved and submitted to the appropriate offices. Should additional time be needed, please see the Family Leave Policy on the Graduate Education website at <http://gradoffice.rpi.edu/update.do>.

cc: _____ Department _____ Advisor _____ Student _____ Registrar