

**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