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

Student Information (please print):
Name: _____________________________  RIN: _____________________________
Department: ___________________________  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 Office of Graduate Education website: http://gradoffice.rpi.edu/setup.do

cc: _____ Student  _____ Advisor  _____ Department  _____ OGE Business Manager  _____ Registrar