

**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