



Cornell University Graduate School

143 Caldwell Hall
Ithaca, NY 14853-2602

Date _____

PARENTAL ACCOMMODATION REQUEST Form S1

INSTRUCTIONS

- ♦ To be submitted in sealed, signed envelopes and opened only by Office of Workforce Diversity, Equity and Life Quality
 1. Statement from birth mother’s medical provider, adoption or foster care agency or, in the case of private adoption cases, from the lawyer, and Acute Child Health Care Accommodation Request form, to be completed by the health care provider (for acute child health care requests only)
 2. Copy of appointment letter documenting financial support for period of requested paid accommodation (six-week paid accommodation only)
- ♦ Submit with required documentation to **Office of Workforce Diversity, Equity and Life Quality, 160 Day Hall**, 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 Office at (607) 255-5820.

BIOGRAPHICAL INFORMATION

Cornell ID number	NetID	E-mail address	
Last name	First name	Middle initial	Gender
Academic program (Field)	Degree program		

ACCOMMODATION REQUESTED

- Six-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
Graduate Field Assistant name	NetID	Signature	Date
Graduate Student Service Representative (GSSR) 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 six-weeks paid accommodation (for fully funded graduate students only) 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 WDELQ's review, contact administrative manager in department to cancel student's assistantship appointment for period of accommodation.
4. Upon student's return from accommodation, contact administrative manager in department to reinstate student's funding from department/field.

GSSR Checklist

1. When form received at Graduate School for signature, make copy of form only for files. The supporting documentation must be left in the sealed, signed envelopes; it may only be opened by WDELQ staff.
2. Upon notification of outcome of WDELQ's review, contact graduate field to inform GFA of outcome.
3. File notification from WDELQ in student's permanent file.
4. Record any needed changes to student's registration status.
5. Notify Associate Dean for Student Services of WDELQ decision (and type of accommodation) so that Graduate School payments can be made.