



Graduate and Professional Student Parental Accommodation

POLICY STATEMENT

Cornell University provides accommodation for childbirth, newborn care, adoption, foster care, and acute child health care to enrolled students who are in good academic standing.

REASON FOR POLICY

Cornell University is committed to fostering a family-friendly environment in which students can balance scholarly and parenting responsibilities while successfully pursuing their academic and research goals. Therefore, the university provides accommodation to serve the parental needs of students in a manner that aims for consistent, equitable treatment of all members of the university community. This reinforces the university's commitment to diversity and inclusion, and strengthens the university's ability to recruit and retain top students. University Policy 7.1, Voluntary Leave of Absence for Students, applies to all enrolled students and provides options for time away from studies to attend to personal issues, including parenting responsibilities. This policy, University Policy 1.6, addresses the unique concerns of graduate student assistants (GAs, GRAs, RAs, TAs), fellows, trainees, and students in degree-granting programs without minimum semester course credit requirements.

ENTITIES AFFECTED BY THIS POLICY

- All units of the university

WHO SHOULD READ THIS POLICY

- Graduate students, faculty, staff involved with graduate students, administrative managers, deans, directors, unit heads, and department chairs

WEB ADDRESS FOR THIS POLICY

- This policy: www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/academic/graduateaccom.cfm
- University Policy Office: www.policy.cornell.edu

POLICY 1.6

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RELATED RESOURCES

University Policies and Documentation

[University Policy 1.3, Graduate Student Assistantships](#)

[University Policy 6.2.1, Leaves for Professors and Academic Staff](#)

[University Policy 6.9, Time Away from Work: Family Leaves for Staff \(Includes Parental Leave and Family Health Leave\)](#)

[University Policy 7.1, Voluntary Leave of Absence for Students*](#)

[The Code of Legislation of the Faculty, Weill Cornell Graduate School of Medical Sciences](#)

[The Code of Legislation of the Graduate Faculty, Ithaca](#)

External Documentation

[F-1 Exceptions to Full Course of Study Requirements: 8 CFR 214.2\(f\)\(6\)\(iii\)](#)

[F-1 Full Course of Study Requirements: 8 CFR 214.2\(f\)\(6\)](#)

[Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#)

[J-1 Exceptions to Full Course of Study Requirements: 22 CFR 62.23\(e\)](#)

[J-1 Full Course of Study Requirements: 22 CFR 62.2](#)

University Forms and Systems

Name	Description
Accommodation Request (Six-Week and Reduced-Load)	Used to request parental accommodation of either six weeks paid leave or reduced-load.
Acute Child Health Care Accommodation	Used to request accommodation for acute child health care needs.
Student Child Care Grant Program	A program administered through the college financial aid office and the Dean of Students office to help students pay child care expenses.

*includes health leaves

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CONTACTS

Direct any general questions about this policy to the appropriate graduate program office. If you have questions about specific issues, call the following offices.

Ithaca and Geneva Campus Contacts

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	Graduate School Dean's Office	(607) 255-5810	dean_gradschool@cornell.edu
Accommodation for D.V.M. Students	Office of the Assistant Dean, Learning and Instruction	(607) 253-3772	www.vet.cornell.edu/students/
Accommodation for J.D. and LL.M. Students	Office of the Associate Dean, Student Affairs	(607) 255-5839	www.lawschool.cornell.edu/studentlife/
Accommodation for M.B.A. Students	Office of the Associate Dean for M.B.A. Programs and Administration	(607) 255-4758	www.johnson.cornell.edu/currentstudents/
Accommodation for Undergraduate Students	Student and Academic Services	(607) 255-7595	sas.cornell.edu
Assistantship Policy and Procedures	Graduate School Deans' Office	(607) 255-5810	dean_gradschool@cornell.edu www.gradschool.cornell.edu/costs-and-funding/assistantships
Child Care Grants	Relevant college financial aid office	College-specific	
	Dean of Students	(607) 255-1115	gradstudentlife@cornell.edu studentparents.dos.cornell.edu
Conference Travel Grants, Graduate	Graduate School Student Services	(607) 255-5820	www.gradschool.cornell.edu/forms
Fellowships, Graduate	Graduate School Student Services	(607) 255-5820	www.gradschool.cornell.edu/costs-and-funding/fellowships
Grievance Procedure, Graduate Students	Graduate School Deans' Office	(607) 255-7374	dean_gradschool@cornell.edu www.gradschool.cornell.edu/policies-and-forms/grievance-procedures
Hazardous Laboratory or Field Conditions	Environmental Health and Safety	(607) 255-8200	www.ehs.cornell.edu
Health Care Questions	Gannett Health Promotion	(607) 255-4782	www.gannett.cornell.edu/services/healthpromotion/
Health Leave of Absence	Gannett Health Services	(607) 255-5155	gannett@cornell.edu www.gannett.cornell.edu/services/leaveofabsence.cfm
Health Leave of Absence (F-1 Students, Ithaca)	International Students and Scholars Office	(607) 255-5243	isso@cornell.edu www.isso.cornell.edu/immigration/f1/f1medleave.php
Leave of Absence vs. In Absentia (International Students)	International Students and Scholars Office	(607) 255-5243	www.isso.cornell.edu/immigration/f1/loa-in_absentia.pdf
Registration Status, Graduate School Students	Graduate School Registrar	(607) 255-5825	gradschool@cornell.edu

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CONTACTS, CONTINUED

Subject	Contact	Telephone	E-mail/Web Address
Student Counseling Services	Counseling and Psychological Services	(607) 255-5208	gannett@cornell.edu www.gannett.cornell.edu/services/counseling/
Student Disability Services	Student Disability Services	(607) 254-4545	sds_cu@cornell.edu sds.cornell.edu
Student Health Insurance Plan Coverage	Office of Student Insurance	(607) 255-6363	sicu@cornell.edu www.studentinsurance.cornell.edu
Student Life Issues, Graduate Students	Assistant Dean for Student Life, Graduate School	(607) 255-5184	gradstudentlife@cornell.edu www.gradschool.cornell.edu/life-cornell
Visa/Immigration Issues	International Students and Scholars Office	(607) 255-5243	isso@cornell.edu www.isso.cornell.edu

Weill Cornell Graduate School of Medical Sciences (WCGS) and Weill Cornell Medical College (WCMC) Campus Contacts

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification and Interpretation; Assistantship Policy and Procedures	Graduate School Office	(212) 746-6565	gsms@med.cornell.edu
Accommodation for M.D. Students (WCMC)	Office of Academic Affairs	(212) 746-1058	www.med.cornell.edu/education/student/stu_lif.html
Grievance Procedure	Graduate School Office	(212) 746-6565	gsms@med.cornell.edu
Hazardous Laboratory or Field Conditions	Environmental Health and Safety	(212) 746-6201	www.med.cornell.edu/ehs
Health Care Questions	Student Health Service	(212) 746-1450	www.med.cornell.edu/education/student/stu_he_a_ser.html
Health Leave of Absence	Graduate School Office	(212) 746-6565	gsms@med.cornell.edu
Health Leave of Absence (F-1 Students)	Graduate School Office	(212) 746-6565	gsms@med.cornell.edu
Leave of Absence vs. In Absentia (International Students)	Graduate School Office	(212) 746-6565	gsms@med.cornell.edu
Registration Status, Graduate School Students	Graduate School Office	(212) 746-6565	gsms@med.cornell.edu
Student Counseling Services	Student Health Service	(212) 746-1450	www.med.cornell.edu/education/student/stu_he_a_ser.html
Student Disability Services	Graduate School Office	(212) 746-6565	gsms@med.cornell.edu
Student Health Insurance Plan Coverage (WCMC)	Office of Student Affairs	(212) 746-1062	www.med.cornell.edu/education/student/stu_lif.html
Student Life Issues, Graduate Student	Graduate School Office	(212) 746-6565	gsms@med.cornell.edu
Visa/Immigration Issues	Graduate School Office	(212) 746-6565	gsms@med.cornell.edu

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DEFINITIONS

These definitions apply to terms as they are used in this policy.

Acute Child Health Care Needs	<p>Child's illness, injury, impairment, or physical or mental condition that involves one of the following:</p> <ul style="list-style-type: none">• Any period of incapacity or treatment in connection with, or consequent to, inpatient care in a hospital, hospice, or residential medical care facility• Any period of incapacity of more than three consecutive calendar days, that also involves subsequent or continuing treatment by (or under the supervision of) a health care provider <p>◆Note: A chronic health condition also qualifies as an acute health care need, even if the child does not receive treatment, and it does not last three days (e.g., asthma).</p> <p>◆Caution: Unless complications arise, ailments, such as the common cold, flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, etc., are not considered a serious health condition, and do not qualify under this policy.</p>
Assistantship	<p>Arrangement in which financial support is given to a graduate student who engages in teaching and/or research in furtherance of the university's academic mission, as well as his or her graduate education.</p>
Child	<p>Biological or adopted child, stepchild, legal ward, or child of a person who is standing "in loco parentis" (see definition below). The child must be under age 18, or age 18 or older, and incapable of self-care because of a mental or physical disability.</p>
Director of Graduate Studies (Ithaca) or Program Director (Weill Cornell Graduate School of Medical Sciences)	<p>The individual who serves as faculty liaison between the Graduate School and a particular graduate field.</p>
Eligible Graduate Student	<p>Graduate student assistants (GAs, GRAs, RAs, TAs), graduate student fellows, graduate student trainees, and graduate students in degree-granting programs without minimum semester course credit requirements. To be eligible, students must be registered in full-time study (including in absentia as defined in the Code of Legislation of the Graduate Faculty) in good academic standing for at least two consecutive academic-year semesters (fall and spring, or spring and fall) at Cornell's Ithaca or Weill campus.</p>
Good Academic Standing	<p>Satisfactory performance of a registered graduate student in both assistantship responsibilities as defined by the graduate program and in earning full registration units each semester. Weill Cornell Graduate School of Medical Sciences (WCGS) students do not earn registration units; at WCGS, students in academic probation status are excluded from this policy.</p>
Health Care Provider	<p>Doctor of medicine or osteopathy who is authorized by the state in which the doctor practices medicine or surgery (as appropriate). These individuals include podiatrists; dentists; clinical psychologists; optometrists; chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation and demonstration by x-ray); nurse-practitioners and nurse-midwives who are authorized and are performing under the scope of their practice as defined under state law; clinical social workers; and Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts (additional certification may be required).</p>

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	Also included are health care providers who practice outside of the United States and any other health care provider from whom the university's Student Health Insurance Plan (SHIP) provider will accept certification of the existence of a serious health condition to substantiate a claim for benefits.
Health Leave of Absence (HLOA)	Authorized interruption of a student's graduate degree program that is granted for life situations, medical conditions (which could include pregnancy or its complications), or psychological conditions that significantly impair the student's ability to function successfully or safely in his or her role as a student. A student on a health leave of absence (HLOA) does not have student status, and forfeits all student benefits — including financial support and access to facilities and resources — for the duration of the HLOA. Maintaining student immigration status while on HLOA requires prior approval from the International Students and Scholars Office (ISSO) for Ithaca graduate students or WCGS for Weill graduate students. Return from HLOA requires documentation from a health care professional that the condition precipitating the need for an HLOA has been treated sufficiently and ameliorated to the point that it will no longer affect the student's safety and functioning adversely.
In Absentia	Registration status for graduate students registered on the Ithaca campus that allows full-time graduate students to earn registration units for study away from the Ithaca campus, subject to approval by the special committee and the Graduate School.
In Loco Parentis	Legal term referring to an individual who has day-to-day responsibilities to care for and support a child financially. A biological or legal relationship is not necessary.
Leave of Absence (LOA)	Authorized interruption of a student's graduate degree program that is granted for personal or health reasons. A student on leave of absence (LOA) does not have student status, and forfeits all student benefits—including financial support, access to facilities and resources, and student immigration status—for the duration of the LOA.
Parent	Biological, adoptive, or foster parent, or an individual who stands "in loco parentis" (see definition above).
Registration Unit	Measurement used to indicate a graduate student's progress toward degree with the Graduate School at Ithaca. One registration unit corresponds to the satisfactory completion of one academic semester of full-time study and research.
Special Committee Chair (Ithaca) or Major Sponsor (Weill Cornell Graduate School of Medical Sciences)	Lead member of the student's special committee, which is a small group (usually three or four) of graduate faculty members selected by a student in a research degree program to guide his or her academic program.
Stipend	Financial support for living expenses. <ol style="list-style-type: none"> 1. The assistantship stipend is paid incrementally, twice monthly, throughout the semester via the payroll process and may be cancelled if the student does not fulfill the commitments of the assistantship. 2. A fellowship stipend is paid in a lump sum at the beginning of the semester and remains in place so long as the student makes satisfactory academic progress as defined by the field/department and special committee. 3. A trainee stipend is paid in a lump sum at the beginning of the semester and remains in place so long as the student makes satisfactory academic progress as defined by the field/department and special committee and meets the

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DEFINITIONS, CONTINUED

requirements established by the training grant. For details on specific funding levels, refer to the stipend and tuition rates published annually by the Graduate School.

4. At WCGSMS, all students receive a stipend, paid biweekly.

Supervisor

Individual responsible for overseeing a graduate student's progress in the laboratory, classroom, or on a project assignment.

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RESPONSIBILITIES

Associate Deans for College of Veterinary Medicine; Johnson School; Law School; Weill Medical College	<p>Provide advice on accommodation benefits—including, at Weill Cornell Medical College, advising international students on implications for their immigration status—to graduate students with childbirth, newborn care, adoption, foster care, or acute child health care needs, or to faculty members supervising such graduate students.</p> <p>Make arrangements for reasonable accommodation of students with parenting demands.</p>
Director of Graduate Studies or Program Director (Ithaca and Weill Cornell Graduate School of Medical Sciences)	<p>Provide advice on accommodation benefits to graduate students with childbirth, newborn care, adoption, foster care, or acute child health care needs, or to faculty members supervising such graduate students.</p> <p>Meet with the graduate student, the graduate field assistant, and the student's supervisor and special committee chair to arrange for coverage of any assistantship responsibilities during the parental accommodation.</p>
Graduate Field Assistants (Ithaca) or Administrative Manager	<p>Act as point of contact for a student applying for parental accommodation, and coordinate the accommodation application request process, including scheduling and attending a meeting of the Director of Graduate Studies, the student, and his or her supervisor.</p> <p>Serve as liaison with the Graduate School, department, and field staff to arrange payment to the student during a leave and the return of the student to his or her appropriate registration status following a leave.</p> <p>Document agreement for coverage during accommodation and send confirmation letter to student, copying the Graduate School at Ithaca or the Weill Cornell Graduate School of Medical Sciences (WCGS).</p> <p>In the event of a cesarean section delivery by the birth mother receiving parental accommodation, notify the Graduate School upon receiving notification from the student (and no more than seven days from the delivery).</p>
Graduate School (Ithaca)	<p>Provide advice on accommodation benefits to graduate students with childbirth, newborn care, adoption, foster care, or acute child health care needs.</p> <p>Review applications from Cornell's Ithaca graduate students for parental accommodation, and process paid accommodation grants. Extend paid accommodation for documented cesarean section delivery by the birth mother receiving parental accommodation.</p> <p>Notify fields and students of outcomes of accommodation requests.</p> <p>Process any changes to a student's registration status resulting from a parental accommodation request.</p> <p>Investigate complaints regarding policy noncompliance, and work with faculty, staff, and students to resolve those complaints.</p>
Graduate School (Weill Cornell Graduate School of Medical Sciences)	<p>Provide advice on accommodation benefits to graduate students with childbirth, newborn care, adoption, foster care, or acute child health care needs.</p> <p>Notify fields and students of outcomes of accommodation requests.</p> <p>Process any changes to a student's registration status resulting from a parental accommodation request.</p> <p>Investigate complaints regarding policy noncompliance, and work with faculty, staff, and students to resolve those complaints.</p>

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RESPONSIBILITIES, CONTINUED

Graduate Student Requesting Parental Accommodation (Ithaca and Weill Cornell Graduate School of Medical Sciences)	<p>Contact the student's special committee chair to discuss parental accommodation options, and, as appropriate, request a meeting with his or her special committee chair and his or her supervisor, the graduate field assistant or administrative manager, and the Director of Graduate Studies or Program Director.</p> <p>In foreseeable circumstances, provide at least 90 days' notice of the need for parental accommodation.</p> <p>In unforeseeable circumstances, provide as much notice as possible of the need for parental accommodation.</p> <p>Complete the required forms, and submit the required supporting documentation to the Director of Graduate Studies for graduate students of the Graduate School at Ithaca or WCGS Health Services for Weill graduate students.</p> <p>In the event of a cesarean section delivery by the birth mother receiving parental accommodation, notify the department within seven days, so that the paid accommodation can be extended.</p>
International Students and Scholars Office (ISSO) (Ithaca)	<p>Advise Ithaca international students facing childbirth, adoption, or acute child health care needs on parental accommodation options and implications for their immigration status.</p>
Special Committee Chair/Major Sponsor (Ithaca or Weill Cornell Graduate School of Medical Sciences)	<p>Within 10 days of receiving the request form for parental accommodation, schedule a meeting with the Director of Graduate Studies or Program Director, the graduate field assistant, the student, and his or her supervisor, to arrange for coverage of any assistantship responsibilities during the parental accommodation.</p>
Supervisor (Ithaca or Weill Cornell Graduate School of Medical Sciences)	<p>Meet with the student, the Director of Graduate Studies or Program Director, the graduate field assistant or administrative manager, and the student's special committee chair to arrange for coverage of any assistantship responsibilities during the parental accommodation.</p> <p>Arrange for reduced lab hours or flexible lab schedules for new parents, as necessary.</p> <p>Ensure accommodation during pregnancy and lactation when assistantship responsibilities involve toxic chemicals or hazardous conditions.</p> <p>Develop plans for accommodation for graduate students who need to avoid extensive travel in order to meet parenting demands.</p>
Weill Cornell Graduate School of Medical Sciences (WCGS) Health Services (Weill Cornell Graduate School of Medical Sciences)	<p>Review requests for parental accommodation from graduate students registered at WCGS, and approve as appropriate.</p> <p>Notify fields and WCGS of the outcomes of reviews.</p> <p>Process paid accommodation grants, and notify fields and WCGS of the outcome of the accommodation request.</p>

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PRINCIPLES

Overview

To assist students to balance academic and research responsibilities with parenting demands, Cornell University provides registered students with accommodation to serve their childbirth, adoption, newborn care, foster care, and acute child health care needs. All students may request a Voluntary Leave of Absence for Students for time away from studies to attend to personal issues, including parenting responsibilities. Allowances must be made for female graduate students requiring accommodation for lactation in potentially hazardous conditions and environments, such as laboratories; research supervisors are expected to provide accommodation for graduate students who need to avoid extensive travel in order to meet parenting demands. In addition, eligible graduate students may request paid accommodation from assistantship responsibilities or register for up to one year in reduced-load registered-student status (without enrolling in courses) at a reduced tuition rate in order to maintain access to advisors and other student services.

Accommodation options vary with the student's funding and degree program. Graduate assistants, fellows, and trainees who receive full tuition, stipend, and health insurance from or through Cornell may select either of the following options (but not both): (1) a six-week paid accommodation (or eight weeks for the birth mother for a cesarean section delivery), or (2) up to one year of reduced-load registered-student status to be taken in full-semester increments not counting toward time-to-degree limits. Graduate students in programs without semester course credit requirements who are partially funded or self-funded may choose only Option 2. In the case of two eligible graduate student parents, both are entitled to equal accommodation under this policy.

In exceptional circumstances, a reduced-load option may be available for graduate students who select the paid accommodation and subsequently encounter parental needs that require extended childcare. These students may appeal to the deans of their programs for an exception. If approved, the dean or the dean's designee will request in writing that the student complete an accommodation form, and submit it through the regular process.

Students who do not qualify for paid accommodation or reduced-load student status should contact the associate dean for their program. The associate dean will provide guidance to the student and arrange for reasonable accommodation of parenting demands.

Option of Paid Parental Accommodation

Provisions

Graduate assistants, fellows, and trainees who receive full tuition, stipend, and health insurance from or through Cornell, and who are in good academic standing are eligible for six continuous weeks of paid accommodation (eight weeks in the event of

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PRINCIPLES, CONTINUED

a cesarean section delivery by the birth mother receiving graduate student parental accommodation) to serve their parental needs. During the period of paid accommodation, the student is relieved of all academic or research responsibilities. For newborn care, the paid accommodation begins with the birth of the child. For adoption and foster parenting, the six-week period may be taken during a 12-month period, beginning with the commencement of the adoption or foster parenting process, but no later than 12 months after the placement of the child.

A student may request a paid accommodation as needed, so long as (1) the student has been registered as a full-time graduate student for two consecutive academic-year semesters (e.g., fall and spring, or spring and fall) before the requested start date (exceptions may be made for students on health leave of absence), and (2) the student has not taken parental accommodation during the previous 12 months before the requested start date.

To assist departments in arranging appropriate coverage during the accommodation, in foreseeable circumstances, the student must provide 90 days advance notice of the need. In unforeseeable circumstances, the student must provide as much notice as possible. In the case of a cesarean section delivery, the student must notify the department—and the department must notify the Graduate School—within seven days of the delivery, so that the paid accommodation can be extended to eight weeks.

Financial Support During Accommodation

For students on assistantships (teaching, graduate, graduate research, or research), stipend support during the accommodation is provided by the Graduate School at Ithaca or Weill Cornell Graduate School of Medical Sciences (WCGS), thereby releasing the regular assistantship funding for the period of paid accommodation, so that the department may hire a replacement for the accommodation period. If an agency-funded fellowship precludes pay for the parental accommodations specified in this policy, the Graduate School at Ithaca or WCGS will provide the student with a stipend in the form of a grant. For students registered with the Graduate School at Ithaca on Graduate Research Assistantships (GRAs), tuition support during the accommodation is provided by the college holding the sponsored account, thereby relieving the grant of the tuition charge during the paid accommodation period.

The student's pay for the accommodation period is based on a proration of the minimum academic-year stipend level established annually by the Board of Trustees for the Ithaca campus or the Board of Overseers for the WCGS. For GRAs, the grant will be reimbursed a prorated amount for the tuition charged to the grant for the semester; for a six-week paid accommodation the grant will be reimbursed 37.5 percent, representing a proration of the tuition charge based on six weeks paid accommodation during a 16-week semester.

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PRINCIPLES, CONTINUED

Option of Reduced- Load Parental Accommodation

Provisions

Graduate students in programs without semester course credit requirements who are in good academic standing are eligible for reduced-load parental accommodation. Students selecting this option may not enroll in courses. At Ithaca, graduate students selecting this option are eligible for a maximum of a half registration unit per semester up to a maximum of one registration unit per academic year. In addition, students pay a fee of \$200 per semester in lieu of tuition to maintain their status as a registered student.

Students may request one reduced-load parental accommodation per child. Students who have had a prior parental accommodation must let at least two academic-year semesters elapse between the end of the last accommodation period and the start of the new accommodation period. For students who previously have been on either a six-week or reduced-load accommodation, the student must have been registered as a regular, full-time student for at least two consecutive academic-year semesters since the date of return from the previous accommodation, and the student must not have taken parental accommodation during the previous 12 months before the proposed start date of the new accommodation.

For newborn care, the up to two semesters of reduced-load parental accommodation are to be taken in the semester(s) most closely coinciding with the birth of the child; the student may either request accommodation for the full semester in which the child is due (starting the accommodation prior to the birth event) or may request that the accommodation begin at the start of the next semester following the birth. For adoption and foster parenting, the up to two semesters of reduced-load parental accommodation may be taken during a 12-month period, beginning with the commencement of the adoption or foster parenting process, but no later than 12 months after the placement of the child. Accommodation for acute child health care issues may be taken starting in the semester in which the event for which accommodation is requested, as documented by a health care provider.

Financial Support During Accommodation

Time spent in reduced-load, registered-student status does not count toward time-to-degree limits established by the Graduate School at Ithaca or WCGS. While financial assistance from the university is suspended, graduate students registered with the Graduate School at Ithaca or WCGS will continue to receive individual health insurance coverage, paid for by the Graduate School at Ithaca or WCGS. Selection of this option will not jeopardize future financial support, although the specific duties associated with any financial support guaranteed at the time of admission may shift at the end of the accommodation.

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PRINCIPLES, CONTINUED

Continued Access to University Services

Students accommodated under this policy retain access to the following services: library privileges (borrowing rights, carrel, and electronic collections), Cornell NetID and e-mail, meeting with advisors, graduate student housing, health services, physical facilities, as well as eligibility for student loans. Students registered with the Graduate School at Ithaca are eligible for one conference travel grant annually.

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PROCEDURES

Requesting Parental Accommodation, Paid or Reduced- Load

Eligible students requesting parental accommodation of either six weeks paid or reduced-load must contact their graduate program office to discuss the process and initiate the necessary form(s).

The student must complete an “Accommodation Request” form (see Related Resources), gather necessary signatures and documentation, and submit the form to the Graduate School (for Ithaca students) or Weill Health Services (for Weill students). The Graduate School will review the request to determine eligibility. For acute child health care needs, the student also must submit an “Acute Child Health Care Accommodation” form. (See Related Resources.)

In foreseeable circumstances, the graduate student must submit the forms, with signatures, at least 90 days before the proposed start of the accommodation period. In unforeseeable circumstances, the student must submit the forms, with signatures, as soon as possible.

Within 10 working days of receiving the forms for signature, the Director of Graduate Studies or Program Director will meet with the student’s advisor/special committee chair, the graduate field assistant or administrative manager (for Ithaca programs), the student, and the student’s supervisor to review the request, and arrange for coverage of any assistantship responsibilities during the accommodation period. The administrative manager/program director will document the agreement and send a confirmation letter to the student with a copy to the appropriate dean’s office (typically the Graduate School at Ithaca or WCGS).

The Graduate School, in the case of Ithaca, or Weill Health Services at WCGS, will notify the dean’s office of the outcome of the review. For Ithaca graduate students who are approved for the paid accommodation, the Graduate School will process the grant for living expenses for all students. The college holding the sponsored account will process the tuition reimbursement for Graduate Research Assistantships (GRAs). For WCGS students who are approved for a paid accommodation, the WCGS Deans’ office will process the grant. The Graduate School of the relevant campus will notify the field office, the college paying the tuition reimbursement, and the student of the outcome of the review.

In the case of a cesarean section delivery, the student must notify the department—and the department must notify the Graduate School—within seven days of the delivery, so that the accommodation can be extended to eight weeks.

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