

Application for Parental Leave

Graduate students may apply for parental leave for one semester (fall or spring) under the following conditions:

Birth of a child (leave must begin within one year of child's birth)

Adoption of a child (leave must begin within one year after child enters the home)

Parent must be primary caregiver of child during the time of the leave

Either parent may apply for parental leave. Retroactive requests will not be considered. If granted, parental leave will not be counted toward the student's time to degree; in other words, time to degree will be extended by six months. Arrangements may be made for the student to maintain access to university services while on leave.

Note: International students must discuss this leave with the International Center to assure that international status would remain active, and that practical training privileges after graduation would not be jeopardized (practical training requires a student be full-time for one academic year preceding the OPT).

Please complete the information below:

Name _____ Student ID # 991- _____
LAST (FAMILY) NAME FIRST NAME

Address _____

Please check if change of address E-mail _____

Department _____ Degree sought _____

Are you an international student? No Yes

Applying for parental leave for semester: Fall _____ or Spring _____
YEAR YEAR

Date of birth of child (actual or expected) _____

Date expected adopted child will begin residing in the home _____

Signature below certifies that I am the primary caregiver for a child newly born or adopted into our family.

Student _____ Date _____

Advisor _____ Date _____

Department Director of Graduate Studies _____ Date _____

Department Chair _____ Date _____

Director of International Center _____ Date _____
 (if required)