

ATTACHMENT D

FMLA Policies – Southeastern Conference Institutions

UNIVERSITY OF ARKANSAS

All doctoral students who have been admitted to candidacy must enroll in a minimum of one hour of dissertation credit or graded course work every semester (fall, spring, summer) until they graduate. Under unusual circumstances, this enrollment requirement may be waived for postcandidacy doctoral students for up to two years, with an approved request for a leave of absence. To request a leave of absence, the student's major professor must petition the Graduate Dean, specifying the circumstances that make it necessary for the student to interrupt his/her studies. While a decision will be made on a case-by-case basis, circumstances that might be considered include serious illness of the student or his/her immediate family, serious personal problems, or job-related issues. While the student is on an approved leave of absence, he/she cannot use any University resources, such as e-mail, the library, or faculty time. A post-candidacy doctoral student who takes an unauthorized break in registration by failing to maintain continuous enrollment or failing to obtain a leave of absence will no longer be considered a graduate student at the University of Arkansas. Students who wish to be reinstated will be required to file an Application for Readmission (no fee) and register for three graduate credits for each term of unauthorized break in registration. In the case of extraordinarily extenuating circumstances, students may appeal the provisions of this policy and request additional terms of leave of absence or forgiveness of the additional credits of registration. Such an appeal must be made to the Graduate Dean. The student should be aware that the leave of absence policy does not waive the time requirements for a degree. A separate petition must be made for a time extension, if required.

UNIVERSITY OF ALABAMA

Scroll down for Leave of Absence policy: <http://graduate.ua.edu/catalog/14400.html>

4.7.3 Leave of Absence

Under compelling circumstances beyond the student's control, a graduate student may request that the department petition the Graduate School with the rationale for granting a leave of absence. If granted by the Graduate School, a leave of absence will cover one or more upcoming semesters rather than any prior semester(s). A leave is not a method of avoiding continuous registration requirements, and it does not lengthen the time limit. When a student returns from a leave of absence, the Graduate School must be notified and will work with the department and student to determine the number of semesters remaining on the time limit and the degree requirements that remain.

AUBURN UNIVERSITY

Request for exceptions:

<https://sites.auburn.edu/admin/universitypolicies/Policies/GraduateSchoolLeaveofAbsencePolicy.pdf>

A student may be granted a leave of absence for medical reasons, family necessity or dependent care, military service, or other approved personal reasons. Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Students may petition the Graduate School for a leave of absence for a maximum of two semesters during the entire program; however, the Graduate School may approve extensions to the maximum two semester leave of absence (e.g., for military service obligations extending beyond two semesters). A petition for a leave of absence (or extension), signed by the Graduate Program Officer or head of the academic unit, must be approved by the dean of the Graduate School. The Graduate School may request appropriate documentation. The request must be filed and approved before the anticipated absence. An approved leave of absence will enable students to re-enter their program without applying for re-activation or owing retroactive tuition and enrollment fees. A student on leave is not required to pay fees, but in turn may not use Auburn University faculty, facilities, resources, or services intended only for enrolled students; receive a graduate assistantship, fellowship or financial aid from the University or take any Auburn courses related to the plan of study.

UNIVERSITY OF FLORIDA

Regarding Graduate Student Leave of Absence: http://hr.ufl.edu/wp-content/uploads/forms/emp_relations/GAU_contract_11_14.pdf
<http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>

10.1 An employee shall not be required to perform assigned duties when: (a) disabled or otherwise unable to perform them because of injury, illness (physical or mental), jury duty, required U.S. military service, or when unable to so perform because the employee's presence is required elsewhere because of injury, illness, or death in the immediate family. Immediate family shall consist of mother, father, spouse, sister, brother, child, a person in a legal dependent relationship with the employee, or other relative living in the employee's household. The employee shall notify the supervisor of the inability to serve as soon as possible. (b) The university is closed for a state holiday or a declared emergency, unless the special conditions of the appointment require the employee to perform duties at these times. These days shall not be held against the employee with regard to permitted days of leave pursuant to Section 10.2. (c) Taking examinations for professional licensing related to the degree or qualifying examinations are required by the university. These days shall not be held against the employee with regard to permitted days of leave pursuant to Section 10.2. (d) Traveling to conferences or other events for professional development. UFBOT and the UFF-GAU encourage supervisors to facilitate professional development and approval of attendance at such events shall not be unreasonably denied. These days shall not be held against the employee with regard to permitted days of leave pursuant to Section 10.2.

10.2 Personal time under this Article shall be with pay for up to five (5) days per semester appointment. Each employee shall be credited with such five (5) days at the beginning of each semester and shall use leave in increments of not less than one (1) day. For example, an employee scheduled to work six (6) hours on Monday and three (3) hours on Tuesday, who is unable to perform assigned duties on these days for any of the reasons described above, would be

charged with two (2) days of personal time, regardless of FTE appointment, or number of work hours scheduled. The personal time provided under this article shall not be cumulative.

10.3 Unpaid Leave. 1) Graduate assistants shall be entitled to six (6) weeks of unpaid leave during any 12-month period for one or more of the following reasons: a) the birth of a child and in order to care for that child; b) the placement of a child with a graduate assistant for adoption or foster care; c) the care of a spouse, domestic partner, mother, father, brother, sister, child, legal dependent, or a relative living in the graduate assistant's household; d) A serious health condition of the graduate assistant which makes the GA unable to perform his or her duties. 2) The graduate assistant shall provide the University with written notice not less than thirty (30) days prior to the date of the requested leave, if practicable. In the case of emergency, the graduate assistant must give verbal notice within twenty-four (24) hours of taking leave. In the case of a serious health condition, the University may request medical verification from a health care 16 provider. The University also may require the GA to see a medical provider of the University's choice and at the University's expense. 3) The graduate assistant may request an extension of the leave, which the University, at its sole discretion, may provide. 4) The GA is entitled to return to the same or similar position at the conclusion of the leave. This return provision does not apply if the return date is after the completion of an employment contract. 5) The University shall continue to pay the health care premiums during the duration of the GA's leave. If applicable, the University tuition waiver shall be maintained. 6) A GA must be in at least a second semester of employment as a graduate assistant to be eligible for this leave provision.

UNIVERSITY OF GEORGIA

Leave of absence: <http://grad.uga.edu/wp-content/uploads/2013/04/absence.pdf>

Maternity leave: <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy/graduate-school-pregnancychildbirthadoption-leave-policy/>

A student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (Summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple request for a leave of absence subject to these overall limitations: (a) 3 semester limit for master's students; (b) 3 semester limit for doctoral students prior to advancement to candidacy; (c) 3 semester limit for doctoral students after advancement to candidacy. An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence does not stop the clock: time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought. An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices, and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Eligibility for certain types of financial aid, including graduate assistantships, requires enrollment for more credits than the Continuous Enrollment Policy.

Maternity Leave Objectives

The objectives of the Graduate Student Pregnancy/Childbirth/Adoption Policy are to:

1. Affirm UGA's commitment to supporting women and families, particularly those who experience pregnancy and childbirth or adopt a young child while pursuing a graduate degree.
2. Provide a policy and procedure for extending time limits regarding graduate coursework, advancement to candidacy, and graduate degree completion for graduate students who temporarily interrupt their graduate study due to pregnancy and childbirth, or who adopt a child under the age of six.
3. Amend the existing Leave of Absence policy and procedure to provide this academic accommodation for pregnancy, childbirth, and adoption.

Policy

This policy provides an academic accommodation for students who request and receive a leave of absence from graduate study due to pregnancy and childbirth and/or adoption of a child under the age of six. Time spent on an approved leave of absence due to pregnancy, childbirth, and/or adoption will not count toward time limits governing their graduate degree. Both the duration of leave and extension(s) of time are subject to the overall limits of the prevailing Leave of Absence policy.

UNIVERSITY OF KENTUCKY

Paternal leave (see page 3):

<http://www.research.uky.edu/gs/CurrentStudents/Bulletins/current/bulletin-14-part1-final2.pdf>

Enrolled graduate students at the University of Kentucky that sit out for one or more semesters will need to complete a new application and pay the application fee in order to be considered for readmission. In many instances this requirement can be avoided by requesting a "leave of absence". In addition to avoiding the application process, this status will allow the student to priority register in preparation for their return to UK. Procedurally, students should contact their Director of Graduate Studies (DGS) to seek approval for the leave prior to the beginning of the semester in question. If approved, the DGS will contact their Graduate School admissions officer who will modify the record accordingly. No more than two consecutive and four total semesters in leave of absence status may be requested. Post-qualifying doctoral students are not eligible for the leave of absence. International students considering a leave of absence are strongly encouraged to discuss their plans with the Office of International Affairs, Department of Immigration Services prior to making a formal request.

LOUISIANA STATE UNIVERSITY

UNIVERSITY OF MISSISSIPPI

Parental Leave: <http://gradschool.olemiss.edu/wp-content/uploads/sites/36/2015/04/Parental-Leave-Policy.pdf>

The University of Mississippi Graduate Student Parental Leave Policy is designed to assist a full-time graduate student who is the primary child-care provider, immediately following the birth or

adoption of a child. It is designed to make it possible to maintain the student's full-time status as a registered student, and to facilitate return to full participation in class work, and, where applicable, research and teaching in a seamless manner. Medical complications are not covered by this policy. The Parental Leave Policy has three components and applies to all full-time, matriculated graduate students anticipating a birth or adoption as described below: • Under the Parental Leave Policy, a full-time graduate student with a quarter- or half-time graduate assistantship is eligible for six weeks of leave from his/her graduate program. In the event that both parents are eligible graduate students at the University of Mississippi, only one may take

Parental Leave.

During this period of leave, the graduate student will continue to be enrolled with appropriate tuition waivers and insurance subsidy and will receive his/her full level of stipend support. In addition, the student will receive a four-month extension of any graduate school and programmatic time limits. This policy only provides for an additional six weeks of support for students who take parental leave. • Full-time graduate students who do not hold quarter- and half-time graduate assistantships may request parental leave without tuition or stipend support.

Eligibility

The Parental Leave Policy applies to matriculated, full-time graduate students anticipating the birth or adoption of a child. Eligible graduate students are those with a current quarter or half-assistantship who have been full-time graduate students for at least one academic year (two academic semesters) at the time parental leave is taken.

Planning and Approval

The student should initiate discussions with his/her advisor(s) and departmental or college/school administrators at least eight weeks prior to the anticipated birth or adoption. This notice will provide the lead time necessary to rearrange teaching duties for those students supported by teaching assistantships (TAs), or to adjust laboratory or other research schedules. This planning period should also be used to reach agreement on a timeline for academic issues (e.g., Ph.D. qualifying examinations and other academic milestones, field work, time-sensitive research reports on sponsored projects) that will be affected by the birth or adoption of a child. It is essential that the student consult with her/his research advisor well in advance of the birth or adoption if the nature of her/his funding or the research grant conditions require that specific tasks be completed by specified dates, or if the Principal Investigator (PI) will need to hire additional help to meet those conditions during a period of reduced activity by the graduate student. It is the student's responsibility to make arrangements with faculty and with departmental administrators for course completion and for continuation of teaching and research activities before and following the leave period. Students must have approval from the instructor of record to continue in a course during the period of parental leave and should expect that in most cases they will have to register in courses with flexible requirements such as thesis, dissertation or independent study. Students who will be temporarily leaving TA assignments should notify the appropriate department chair as soon as practicable, but no later than eight weeks prior to the anticipated start date of the leave to allow sufficient time to find an appropriate replacement. It is the department's responsibility to arrange for a substitute TA for the period of the leave. The student on parental leave will be expected to return to his/her teaching assignment at the conclusion of the leave, barring unforeseen circumstances. If the

student is not able to return, he/she must pursue a Leave of Absence or Medical Leave. For an international student, this policy is intended to allow him/her to maintain full-time student status and not otherwise affect his/her current visa status. However, an international student should discuss the intended leave period with the Office of International Programs at the beginning of the planning period in order to identify and address proactively any individual or unique visa issues and/or to consider the latest applicable regulations. The Dean of the Graduate School grants approval of parental leave after appropriate consultation with the student's department. The leave will be granted to eligible graduate students who have submitted a complete approved leave application. The student's request for leave under this policy must be submitted no later than eight weeks prior to the anticipated beginning of parental leave.

Notification

Upon approval of Parental Leave, the Graduate School will notify the relevant department and central administrative offices that a Parental Leave has been approved and the dates for which the leave has been granted. It is the student's responsibility to communicate with the department while on leave and to work with the faculty and the department administrators towards arrangements for course completion and for continuation of research and teaching activities before and following the period of the leave as indicated above.

Funding

In addition to being eligible for academic accommodation, those graduate students supported by fellowships, TAs, and/or research assistantships (RAs) will be excused from their regular TA or RA duties for a period of six weeks during which they will continue to receive financial support. Most graduate students who receive a Teaching Assistantship as part of the support package should be able to arrange the timing of teaching assignments to accommodate childbirth or adoption. During the six-week leave period, students supported by teaching assistantships may choose to continue in some limited capacity (e.g., grading, preparing course materials, or other non-intensive duties), but cannot be required to do so. With advance planning, most graduate students who receive Research Assistantships as part of the support package can adjust research activities to accommodate childbirth or adoption. One third of the funding for the leave will come from the office of the Provost, one third will come from the Graduate School and the remaining third will come from the College or School housing the program.

Addendum

The Parental Leave Policy establishes minimum standards for accommodation for a leave associated with childbirth or adoption. Advisors and departmental or school administrators are encouraged to work with sensitivity to provide more than this minimum (as feasible), according to the particular circumstances of the student. Accommodations are expected to be made, for example, where toxic chemicals or extensive travel to remote archives or field areas may be involved. New mothers and fathers, for their part, need to keep the lines of communication with their departments open, and demonstrate to their advisors that they are academically engaged and making progress on coursework and research. In other words, the Parental Leave Policy is intended to support - not replace - the open communication and good will that should characterize the relationship between student and advisors and administrators at The University of Mississippi.

MISSISSIPPI STATE UNIVERSITY

Leave of absence (Dept. of Psychology):

<http://www.psychology.msstate.edu/pdf/PsychologyGradStudentHandbook2013-2014.pdf>

Students may request a leave of absence by submitting a written letter to the Director of the program from which they are requesting leave. Leaves are normally granted for up to a 1-year period. Extensions may be requested and will be considered by the program faculty to determine if circumstances warrant an extension. Graduate students are required to give the Department and their division advanced notification concerning their RETURN from a leave of absence. If a student expects to return in the fall semester, he or she should provide the Graduate Coordinator with a formal letter indicating their intention to return from their leave. The letter is due to the Graduate Coordinator no later than the fifth day of the previous Spring semester; for the spring semester no later than the fifth day of the previous Fall semester. The Department needs sufficient notification to complete student support plans and office assignments for each semester. Students who return from leave are not guaranteed resumption of support from the program. Although written notification that the student is not planning to return is requested, failure to provide a letter providing notification of return from leave by the stated deadlines will be taken as indication that the student does not plan to return from leave.

UNIVERSITY OF MISSOURI - COLUMBIA

Leave of absence: <http://gradstudies.missouri.edu/financials/assistantships-fellowships/leaves-of-absence.php>

<http://catalog.missouri.edu/academicpolicies/leaveofabsence/>

For graduate assistants, instructors and fellows

Graduate students are responsible for resolving all issues pertaining to their support (assistantship, fellowship, etc.) with their advisers before taking any approved leave of absence. Issues may include the date when support will be terminated and under what conditions students may be reinstated.

Notifying administrators

A graduate assistant unable to fulfill the duties of an appointment because of illness or injury or because of a birth or adoption must notify the unit administrator as soon as possible.

Assessing the duration and nature of the leave

The appointing unit may adjust the graduate assistant's workload duties as the assistant's circumstances reasonably dictate. If total absence from duties is necessary but the graduate assistant is still enrolled, the major unit will hold the appointment for a period of two months, until the end of the appointment period or until the end of the semester, whichever occurs first. The graduate assistant has the right to return to the assistantship, within the original terms of the appointment, when able to resume duties.

Re-entry process

Before the completion of the leave of absence, the student must notify the academic program's director of graduate studies (DGS) and the Graduate School so that the re-entry process can be initiated.

UNIVERSITY OF SOUTH CAROLINA

Family Leave: <http://bulletin.sc.edu/content.php?catoid=35&navoid=4221>

Family Leave (Z-status)

A graduate student who is the primary child-care provider is eligible to take a one major term of family leave from graduate study the major term during or following the event for the birth of a child or adoption of a child less than 6 years old. The graduate student taking family leave will receive a one year extension of all academic responsibilities, including time to degree, removal of incomplete grades, and course in-date time. During family leave the graduate student will be on special enrollment (Z-status) status and must have health coverage. The student may waive out of University-sponsored health insurance if covered by other insurance or may elect to continue enrollment in the University-sponsored student health insurance plan. The student is responsible for submitting required waivers and/or for contacting the student health insurance contactor directly to enroll in the health insurance program and for paying premiums by the deadline. Students should be aware that a graduate assistantship position or other financial support may not be available upon return from family leave.

Note: While this policy does not mandate that programs continue financial support during family leave and/or guarantee student support or resumption of an assistantship after returning from family leave, programs are strongly encouraged to do so whenever possible.

Students contemplating family leave must advise their academic unit of the intention to take family leave and begin the family leave planning process at least six (6) weeks before the leave start date. Once planning has been completed at the unit level, a written petition for family leave with required supporting documentation and signatures must be submitted as a single packet to the dean of the Graduate School for approval at least three (3) weeks before the start of the leave. The petition must contain evidence of consultation and planning with the student's academic advisor(s) and a memo of support from the academic unit signed by the program's graduate director, a leave timeline, and appropriate documentation. Appropriate documentation for a female student for childbirth includes written certification from the student's health care provider confirming the pregnancy and anticipated due date or the baby's birth certificate and for a male student either certification confirming the anticipated due date or the baby's birth certificate. For adoption of a child less than 6 years old, a written certification of adoption from a certifying individual or agency specifying the date of adoption and the age of the child is the appropriate documentation.

This planning process with the academic unit should also be used to determine if any additional length of time beyond the one year extension of academic responsibilities period will be needed for the student opting for family leave to complete degree requirements. While a one year extension of academic responsibilities will be granted to any student on approved family leave, academic units often have specific timelines for exams, fieldwork, course sequences, etc., which may necessitate extension beyond the one year period. Graduate students with such circumstances may petition The Graduate School for extension of leave time. Academic unit requirements or limitations are a valid justification to petition for the extension. Petitions for extension of time beyond the one year family leave should be supported by the student's academic unit and will be reviewed by The Graduate School on an individual basis.

Note: Medical complications or other extenuating circumstances are not included in this policy. Such situations are more appropriately covered by the University's current policies regarding course incompletes and withdrawal and/or leave of absence due to extenuating circumstances.

The family leave policy is also intended to allow an international student to be coded as a "special enrollment" student and not affect current visa status. However, immigration regulations might dictate a different definition of enrollment than that defined as "special enrollment" for this policy. The Office of International Student Services is the authority on campus for interpreting current enrollment regulations for international students, so international students contemplating family leave must consult the Office of International Student Services to address proactively any individual or unique visa issues and/or to consider how the latest applicable regulations would affect eligibility for family leave. International students applying for family leave must discuss the intended leave period with the Office of International Student Services at the beginning of the six (6) week planning period and must include a signed memo from the Office of International Student Services detailing immigration status and any consequences of taking family leave in the written petition packet submitted to the student's program graduate director for signature and to the dean of The Graduate School for approval.

Once the family leave has been approved, a memo will be placed by The Graduate School in the student's academic file indicating the leave dates and the extension date for academic responsibilities. It is the student's responsibility to communicate with their academic unit while on leave. It is also the student's responsibility to work with faculty and program administrators on arrangements for course completion, achievement of degree requirements, and for continuation of research and/or teaching activities before and following the period of the leave.

UNIVERSITY OF TENNESSEE-KNOXVILLE

Leave of Absence: http://gss.utk.edu/wp-content/uploads/2013/07/Leave-of-Absence_Graduate-Catalog.pdf

If extenuating circumstances arise that make it necessary for students to interrupt their studies temporarily, a Request for a Leave of Absence (LOA) for a maximum of 2 years may be granted by the Graduate School upon approval by the student's home department or program. All Graduate Student Leave of Absence Requests are reviewed and granted on a case by case basis. There are many situations for which a leave can be requested, such as the birth or adoption of a child, dependent care, a serious medical condition, military service, or other personal reasons. A Leave of Absence (LOA) will not be granted with the sole reason of financial hardship. Graduate students are strongly encouraged to consult with their program, advisor, and Director of Graduate Studies of their academic unit in order to determine whether a Leave of Absence (LOA) is the most appropriate course of action, and international students must also consult with the Center for International Education in order to ensure compliance with Federal immigration policy. Prior to requesting a Leave of Absence (LOA), graduate students should always explore alternatives which would allow them to remain registered and make progress toward the degree, even if at a slower pace. Students who are granted a Leave of Absence (LOA) by the Graduate School in accordance with this policy are eligible for Reinstatement provided they enroll no later than the term immediately following the expiration of the approved Leave of Absence, excluding summer (see policy on "Reinstatement" for more details). The term(s) and/or year(s) of an

approved Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly. Having a Leave of Absence (LOA) granted does, however, not imply a guaranteed continuation of funding options upon return. Graduate students who are on a Leave of Absence (LOA) suspend their active study for one term or more (up to 2 years), and while on a Leave of Absence (LOA) they are not able to make any formal progress toward their degree. In addition, they may not use faculty services and/or university facilities for the period of time that they are on a Leave of Absence (LOA). Students are expected to return from a Leave of Absence (LOA). If they do not return to active student status by the end of the period of time stipulated in the approved Leave of Absence (LOA), they will be considered non-enrolled once their LOA has expired and lose their eligibility for Reinstatement. Graduate Students who have lost their eligibility for Reinstatement need to seek Readmission prior to being able to continue work in their graduate degree program (see policies on "Consequences of Non-Enrollment without Leave of Absence" and on "Readmission"). In order to return to an active student status, graduate students on an approved Leave of Absence (LOA) need to establish Reinstatement into their graduate degree program by the end of the leave period stipulated on their approved Leave of Absence (LOA). Students on an approved Leave of Absence (LOA) need to complete and submit their Request for Reinstatements to the Graduate School no later than on the last day of classes of the semester prior to the semester for which they seek to be reinstated. (also see the graduate policy on "Reinstatement"). If a student would like to return to active study earlier than originally anticipated and approved on his or her Leave of Absence (LOA) Request, the student will need to contact the director of graduate studies of his or her academic unit and discuss available options.

Course 600 is reserved for doctoral research and dissertation hours. Initial registration for 600 should be determined by each department and generally corresponds to the time at which a student begins work actively on dissertation research. From this time on, students are required to register continuously for at least 3 hours of 600 each semester, including summer term. A minimum total of 24 hours of course 600 is required. A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of six terms (including summer terms). The request, approved by the major professor, will be submitted by the student and filed in the Graduate School.

TEXAS A&M UNIVERSITY

Graduate childbirth leave policy: <http://www.science.tamu.edu/files/doc/ChildbirthPolicy.doc>

Summary of Provisions of the Childbirth Accommodation Guidelines

The Childbirth Accommodation Guidelines are intended to provide an accommodation for the demands placed on a woman by pregnancy, childbirth, and the care of a newborn. It is designed to make it possible to maintain the mother's full-time, registered student status, and to facilitate her return to full participation in classwork, and, where applicable, research and/or teaching, in a seamless manner.

The Childbirth Accommodation Guidelines have three components. All women graduate students anticipating or experiencing a birth who are registered, matriculated students (1) are eligible for an Academic Accommodation Period of up to one semester before and/or after the birth, during which the student may postpone course assignments, examinations, and other academic requirements; (2) will be granted an automatic one-semester extension of departmental requirements and academic milestones, with the possibility of up to one year by petition under unusual circumstances. In addition, (3) women graduate students supported by fellowships, teaching assistantships, and/or research assistantships will be assigned modified TA or RA duties for a period of six weeks during which they will continue to receive support. (Students will not receive a stipend or salary if none was received previously, but are eligible for the Academic Accommodation Period and the one-semester extension of academic milestones.)

Eligibility

The Childbirth Accommodation Guidelines apply to matriculated and enrolled women graduate students anticipating or experiencing a birth. Depending on the stage in her academic career, the timing of the birth, her funding source, and the level of assistance she will receive from others in caring for the newborn, a woman may find it more advantageous or feasible to take one or more semesters of leave of absence rather than remaining enrolled and utilizing the Childbirth Accommodation.

Planning for the Academic Accommodation Period

The student should initiate discussions with her advisor(s) and departmental or school administrators at least four months prior to the anticipated birth in order to make arrangements for an Academic Accommodation Period. This will provide the lead time necessary to rearrange teaching duties for those students supported by teaching assistantships, or to adjust laboratory or other research schedules. This planning period should also be used to reach agreement on a timeline for academic issues (e.g., class attendance, Ph.D. qualifying exam and other academic milestones, field work, time-sensitive research reports on sponsored projects) that will be affected by the birth of a child and by the automatic one-quarter extension of academic requirements. It is essential that the student consult with the research advisor well in advance of the birth if the nature of her funding or the research grant conditions require that specific tasks be completed by specified dates, or if the P.I. will need to hire additional help to meet those conditions during a period of reduced activity by the woman graduate student. It is the student's responsibility to make arrangements with faculty and with departmental administrators for course completion and for continuation of teaching and/or research activities before and following the Academic Accommodation Period.

Applying for a Childbirth Academic Accommodation Period and an Extension of Academic Requirements

Women graduate students anticipating or experiencing the birth of a child may request a one-semester extension of departmental academic requirements and a childbirth Academic

Accommodation Period by submitting such a request in writing to the department head. Such a period is intended to recognize the student's need for special consideration before and after the birth of a child. This Academic Accommodation Period is *not* a leave of absence from University responsibilities. The expectation is that the woman will be in residence, and, assuming good health of the pregnant woman or new mother and the infant, will remain engaged in classwork and research, and, if applicable and feasible, teaching activities, even if at a reduced level.

During and After the Academic Accommodation Period

Funding

In addition to being eligible for up to one semester of academic accommodation, those women graduate students supported by fellowships, teaching assistantships, and/or research assistantships will be assigned modified TA or RA duties for a period of six weeks.

For most Ph.D. students for whom a Teaching Assistantship is part of her support package, it should be possible to arrange the timing of teaching assignments to accommodate childbirth. During the six-week period, students supported by teaching assistantships may continue in some limited capacity (e.g., grading, preparing course materials, or other nonintensive duties.) With advance planning, most Research Assistantship assignments can similarly be adjusted to accommodate childbirth. Most granting agencies provide for a short period of reduced activity due to health or personal issues. The student cannot be removed from research support for this accommodation period unless the granting agency requires such removal during such a period.

Students who are supported by fellowships internal to TAMU will see no change in their fellowship support.

Students who are supported by fellowships external to TAMU must adhere to the rules of the granting agency with respect to absences from academic and research work.

Students who do not have an ongoing commitment of financial support in the form of fellowships, teaching assistantships, or research assistantships may petition for an Academic Accommodation Period and an automatic one-semester extension of academic requirements, but are not entitled to tuition or other funding.

Coursework and Research Activities

Approval of an Academic Accommodation Period will stop the academic and research clocks with regard to assignments due, reports anticipated, or other class- and research-related requirements. Students are expected to attend class and participate in seminars to the extent that the health of mother and newborn and the demands of caring for an infant allow. Faculty or relevant staff are expected to work with the student to make arrangements for submitting work for completion of requirements when the student returns, and to grade it promptly so as to remove any "Incomplete" notations as rapidly as possible. Faculty members are encouraged to assign "I" grades, where appropriate. Faculty are expected and encouraged to make individual

arrangements with students for completion of requirements, and the removal of any grades of “I” when the student returns.

Coda

The Childbirth Accommodation Guidelines establish *minimum* standards for accommodation for a woman graduate student giving birth. It is expected that advisors, academic staff, and departmental leaders will work with sensitivity and imagination to provide more than this minimum (as some are already doing), according to the particular circumstances of the woman student. For example, women whose research involves working with toxic chemicals or requires extensive travel to remote archives or field areas may need some form of accommodation during the entire pregnancy and during lactation. Taking care of an infant is time-consuming and sleep-depriving, so advisors need to have realistic expectations about rates of progress on research. For their part, new mothers need to keep the lines of communication with their departments open, and demonstrate to their advisors that they are academically engaged and making progress on coursework and research, even if it is at a somewhat slower pace than prior to giving birth. In other words, the Childbirth Policy is intended to support—not replace—the open communication and good will that should characterize the relationship between student and advisor in the College of Science.

VANDERBILT UNIVERSITY

Parental Leave (see page 4, 30/31):

http://bret.mc.vanderbilt.edu/postdoc/pdf/postdoc_handbook.pdf

All students are eligible to take a leave of absence, provided they have not been dropped by the University and are not dropped at the end of the semester during they apply for a leave. A student desiring a leave of absence should obtain application forms and instructions from the Dean's office in 311 Kirkland Hall.

Leaves are granted for one semester or for a year. Applications should be completed before the end of the fall semester for a leave of absence during the spring semester, and before August 15 for a leave of absence during the fall semester (or for the academic year).

CATEGORIES AND CONDITIONS

PERSONAL

Any student who wishes to take a leave of absence for personal reasons should first confer with an advising dean. Reasons for personal leave might include desire to travel, desire to work in some special program or project without academic credit, family problems, or desire to simply "find one's self" or gain a sense of direction.

In order to return to Vanderbilt, the student must register by the deadline.

MEDICAL

Upon advice of an appropriate medical authority, a leave may be granted for one or two semesters by an advising dean.

In order to return to Vanderbilt, you must submit the following documents **at least 45 days before the first day of classes of the semester for which you intend to return:**

- Medical provider report and release of information (which can be found at vanderbilt.edu/healthydores/forms).
- A narrative describing your activities while on leave of absence
- A short description of the academic and study plans that you have developed that will make your subsequent enrollment successful (e.g., specific plans for using your time well and a description of support services that you plan to use).

The Office of Student Health and Wellness, in consultation with the dean, will review the paperwork and determine whether the condition requiring the medical withdrawal has been corrected sufficiently to allow you to resume your academic career at Vanderbilt successfully. The Dean's Office will give final approval for class registration.

FINANCIAL

Any student who feels that financial reasons prevent a return to Vanderbilt may be granted a leave of absence for one or two semesters by an advising dean.

In order to return to Vanderbilt, the student must present to an advising dean, at least one week prior to the first day of classes of the intended semester of return, a written statement that the student is capable of meeting the financial obligations of a full-time student.

COMMENTS

- Each student applying should understand that return from a leave is not automatic, but rather it is subject to the conditions stated above.
- A student on leave of absence will be sent registration materials for the intended semester of return. Final registration is, of course, contingent upon the fulfillment of the terms of the leave of absence.
- A leave of absence will not be extended beyond one academic year.
- A student who fails to return to Vanderbilt at the completion of an approved leave, or who has failed to comply with the terms of the leave of absence, shall be withdrawn from the University.
- Each student should check with the Office of Housing and Residential Education before going on leave.

CLEMSON UNIVERSITY

http://www.clemson.edu/graduate/files/pdfs/gs_policy_handbook_2015.pdf

Graduate students with nine-month or 12-month graduate teaching assistantship (GTA) appointments work on the same calendar as faculty with nine-month or 12-month appointments, respectively. Graduate teaching assistants may request up to four weeks of leave without pay per semester and one week of leave without pay per summer session for illness of a close family member, death in the immediate family, or personal illness or hardship. Leave without pay must be requested verbally and in writing to the hiring department and approved prior to the student taking leave. Leave without pay for students with graduate research assistantship (GRA) appointments, and duties required over official holiday periods, must be agreed upon in writing by the student and the faculty advisor in charge of the research program prior to the student taking leave. If leave without pay is not approved by the administrator of the graduate assistantship, the graduate assistant may petition the Graduate School dean for approval.

A graduate assistant (female or male) is eligible for up to six weeks of parental leave. The request for parental leave must be made to the department at least one month in advance, with notification provided by the department chair to the dean of the Graduate School. The Graduate School encourages the department and student to work together to enable the student to maintain enrollment and employment status during this time.

IOWA STATE UNIVERSITY

UNIVERSITY OF KANSAS

<http://policy.ku.edu/graduate-studies/leave-of-absence>

A Leave of Absence may be granted upon request to the graduate program in advance of leave. A leave of absence may be granted in extraordinary circumstances (e.g. cases of illness, emergency, financial hardship, military leave), to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals. Appropriate documentation related to these extraordinary circumstances may be requested from the student directly. Evidence of progress towards degree will also be a determining factor in the decision to grant an exception. The time taken for a leave of absence does not count against the student's time to degree. However, if the total time for the leave extends more than five years, the student will lose his/her place in the program and must reapply for admission. To request a leave of absence, the program must complete a Progress to Degree form. For more information, please visit the Graduate Studies website: <http://www.graduate.ku.edu/progresstodegreeforms>.

UNIVERSITY OF NEBRASKA – LINCOLN

<http://www.unl.edu/gradstudies/bulletin/leave>

Graduate students are expected to maintain active status through continuous registration from the time they matriculate until they graduate. However, the Office of Graduate Studies recognizes that sometimes life events may make it impossible to continue active participation in a degree program. An Academic Leave of Absence makes it possible for a student to temporarily suspend his or her graduate studies and the pursuit of a degree. Providing a process for students to request—and take—an approved leave of absence from their studies for a specified period of time ensures that students have an opportunity to return to the University under the rules and policies in effect when they left and without affecting their time to degree.

Academic Leave of Absence Policy

An Academic Leave of Absence may be granted to students for illness or injury, to provide care or assistance for family and dependents, to meet military service obligations, or for other personal reasons.

Under this policy, active study can be suspended for one semester or more (up to a full academic year) during which the student would not be expected to make progress toward their degree. Students granted an approved Academic Leave of Absence are not required to register for any credit hours for the period covered by the approved Academic Leave of Absence. For Ph.D.

students in candidacy, an Approved Academic Leave of Absence substitutes for the continuous enrollment requirement.

Students are expected to return from an Academic Leave of Absence. Students with an approved Academic Leave of Absence do not need to be readmitted.

Students considering an Academic Leave of Absence are strongly encouraged to discuss the impact of a leave on their plan of study with the graduate chair and their faculty advisor and develop a strategy for completing the degree program. When possible, students and faculty are encouraged to explore alternatives to an Academic Leave of Absence, so that students can remain registered and make progress toward the degree, even if at a slower pace. In some cases, there may be better alternatives to taking an official Academic Leave of Absence, for example: modifying program expectations; reducing coursework, research, teaching or other educational responsibilities; working at a slower pace; delaying milestone deadlines; or taking incompletes in the current semester with a plan to address them at a later time. Such within-semester alternatives allow a student to maintain eligibility for student services.

Students on leave are entitled to:

Return as a graduate student to the graduate program without reapplying

Maintain access to their UNL email account

Students on leave are not entitled to:

Hold graduate student assistantships or other student work titles

Faculty and staff counsel/resources (very limited counsel/resources are permitted)

Examinations of any type (except for language competency)

Thesis/dissertation filing

Library services (only currently enrolled UNL students are allowed to use the Library; however, you may apply for a library card as a “community member”)

UNL Healthy Option Plan

UNL Rec Center

UNL fellowship support

UNL graduate awards

Receive most forms of University financial support.

Students must remain registered if making extensive use of University resources or faculty time.

Eligibility Requirements:

Be a graduate student in good standing (3.0 or above).

Satisfy any graduate program policies pertaining to an approved Academic Leave of Absence.

Get approval from their graduate program.

Have sufficient prior enrollment:

US citizens and US permanent residents must have registered for at least one semester of graduate study at UNL.

International students must have registered full time (9 or more credits) for three consecutive semesters.

Have no course enrollments for the duration of the leave.

If already enrolled in courses during the leave term(s), students must officially withdraw from those courses via MyRED or the Office of the Registrar.

If international, get approval from the International Student and Scholars Office (ISSO). US immigration regulations may restrict the eligibility of an international student for a leave of absence, so international students must consult with the ISSO. The ISSO can update the student's SEVIS record if needed, or, if the proposed leave is not permitted by immigration regulations, assist the student and faculty advisor on other possible courses of action.

Caveats and limitations:

An Academic Leave of Absence can be granted for current and/or future semesters only. An Academic Leave of Absence cannot be approved for prior semesters.

The time limit for reaching candidacy or for completing the Ph.D. degree would be extended only by the number of semesters the student is on leave.

With the exception of a leave for military service, a student may be on leave for no more than one full academic year (fall, spring, and summer) without approval of the Dean of Graduate Studies. A student who has been suspended for academic or non-academic reasons would not be eligible to apply for a leave of absence. A student on an approved leave of absence who subsequently is suspended will have the leave rescinded.

Implications for Students:

No tuition and fees would be charged for the period during which a student is on an Academic Leave of Absence. An Academic Leave of Absence may have implications for a student's federal financial aid and loans. Students should consult with the Office of Scholarships and Financial Aid to determine how a leave status might affect their aid and eligibility to defer loan repayment. It is the responsibility of the student to contact their loan agency to verify their loan status before applying for an Academic Leave of Absence.

Other impacts on students taking an approved Academic Leave of Absence may include:

Limited access to University services that allow them to remain current in their field of study and connected to their program;

Loss of benefits that accompany registered status (i.e., tuition remission, student insurance)

Significantly reduced access to University facilities or services normally available to registered students, including the use of laboratories, equipment, and other research facilities;

Significantly reduced access to faculty or administrative staff except for planning the transition back to registered status; and

Loss of eligibility for University fellowship support, University research grants, or other financial aid.

A student on an approved Academic Leave of Absence cannot take qualifying examinations for advancement to candidacy or final examinations for the degree, nor pursue their graduate studies on the campus in any other manner. A student may not receive academic credit for work done at another institution during the leave period unless an exception is approved in advance by the faculty advisor and the Dean of Graduate Studies.

A student on leave may not hold a graduate assistantship appointment.

Doctoral students in candidacy who do not have an approved Academic Leave of Absence and who are not continuously enrolled for at least one credit hour during each fall and spring

semester until receiving the doctoral degree (even if they have met the total dissertation hours on their approved Program of Study) will be dismissed from their graduate program.

Procedures Requesting a Leave:

Graduate students who wish to apply for an Academic Leave of Absence should consult with their graduate program chair and their faculty advisor to determine whether requesting an academic leave of absence is the most appropriate course of action. The student and the graduate program chair or director should discuss possible alternatives to a leave of absence.

Once a student decides that he or she needs to take a leave and has discussed the leave with his or her faculty advisor/supervisor, the student should complete an Academic Leave of Absence form and submit it to the Office of Graduate Studies with the required signatures. Requests for an Academic Leave of Absence must be approved by the student's Supervisory Chair and the graduate program chair with concurrence of the UNL Dean of Graduate Studies. The student, the graduate chair, and the faculty supervisor will receive an email confirming that the request has been made, along with a copy of the signed Academic Leave of Absence form.

Extending a Leave:

The Office of Graduate Studies recognizes there may be extenuating circumstances that could cause a student to request an extended Academic Leave of Absence. To extend an approved leave of absence, a student must notify the graduate program chair and his/her advisor at least four weeks prior to the end of the semester in which the leave terminates. An extension requires approval of the department. The International Student and Scholar Office (ISSO) must approve an Academic Leave of Absence for all international students.

Returning from Leave:

Students on academic leave are required to notify the Office of Graduate Studies and their graduate program, in writing, of their intention to return. To return from an approved Academic Leave of Absence, a student sends an email to graduate@unl.edu at least four weeks prior to the end of the Academic Leave of Absence (Subject: Returning from Academic Leave). The Masters or Doctoral Specialist will notify the graduate chair and the faculty advisor of the student's intent to return.

UNIVERSITY OF OKLAHOMA – NORMAN