Parental Accommodation

For students who qualify for and request a parental accommodation, the process is as follows:

1. The student informs the departmental graduate advisor of the need for an accommodation.

2. **Academic Accommodation**: The student meets with the graduate advisor to discuss and outline a plan for degree completion and benchmark modifications, if necessary, taking into account the added semester. Changes in funding plans, if applicable, should also be discussed at this point. Once outlined, the accommodation plan is shared with the supervising professor (dissertation or thesis supervisor, or, if not established yet, another faculty mentor) and the graduate coordinator, and recorded in the accommodation form. The graduate coordinator submits the form to the Dean’s office with all necessary signatures (see below, item 6).

   For current students with a qualifying event prior to implementation of this policy (2012), we will award the academic accommodation retroactively upon receiving the signed accommodation form.

   This accommodation can be combined with the other parental accommodations as necessary.

3. **TA Accommodation**: After informing the graduate advisor of the need for an accommodation, the student meets with the instructor of record or course coordinator to discuss and outline a plan for possible flexibility in tasks and schedule. The plan is shared with the graduate coordinator, who fills out the accommodation form and submits it to the Dean’s office with all necessary signatures (see below, item 6).

4. **GRA Accommodation**: After informing the graduate advisor of the need for an accommodation, the student meets with the PI or research-project supervisor to discuss and outline a plan for modified duties. The plan is shared with the graduate coordinator, who fills out the accommodation form and submits it to the Dean’s office with all necessary signatures (see below, item 6).

5. **Parental Leave**: After informing the graduate advisor of the need for parental leave, the student works with the departmental HR person and the graduate coordinator as necessary. The coordinator fills out the accommodation form and submits it to the Dean’s office (see below, item 6).

6. The graduate coordinator emails the completed form to the Office of the Dean, Attn: Erica Whittington (whittington@austin.utexas.edu).

7. Associate Dean Esther Raizen signs the accommodation form and keeps a record of it on file at the Office of the Dean.
PARENTAL ACCOMMODATION FORM FOR GRADUATE STUDENT PARENTS

Current Date_______________________________________

Student Name______________________________________ EID____________________________________

Unit (Department or Program)_________________________ 

First Semester in Unit________________________________

Proposed Graduation Date_____________________________ 

Semester and Year of Birth or Adoption of child: ________________________________

Accommodation sought: (check all that apply)

☐ Academic Accommodation
☐ TA Accommodation
☐ GRA Accommodation
☐ Parental Leave

Please provide concise accommodation details, including, when applicable, modifications to the degree plan taking into account the additional semester. Include changes in funding plans where applicable.


Student (sign)________________________________________ Date________________________

I approve the outlined parental accommodation plan.

Supervising Faculty (print)____________________________ (sign)________________________ Date________________

Graduate Advisor (print)______________________________ (sign)________________________ Date___________

Graduate Coordinator (print)__________________________ (sign)________________________ Date___________

Submit completed form to the Office of the Dean, Attn: Erica Whittington (whittington@austin.utexas.edu).

Associate Dean (print)________________________________ (sign)________________________ Date___________