Paid Accommodation for SoE Graduate Students on Student Academic Appointment
School of Education Indiana University
Effective date: 08/01/2023

This policy explains the conditions and process for a School of Education (SoE) graduate student to receive paid accommodation when on a Student Academic Appointment.

Terms of Parental and Medical Accommodation

The School of Education allows two types of paid accommodation: Parental and Medical.

Eligibility
To be eligible for a paid accommodation, a student must:

- hold a Student Academic Appointment in the School of Education, including affiliated centers, of at least .5 FTE for the entire fall or spring term at the time of the accommodation.
- be enrolled full-time (at least 6 credit hours) in a School of Education graduate degree-granting program.
- be in good academic standing.
- have completed a School of Education Student Academic Appointment (of .5 or more) for at least one fall or spring semester.

General Terms
- During the accommodation period, students on eligible Student Academic Appointments will continue to receive full support, including stipend, health insurance, and any fee remission for up to 6 consecutive weeks, or to the end of the semester, whichever occurs first.
- Students will be considered active in their programs and must maintain full-time enrollment (at least 6 credit hours).
- Accommodations will be considered only for current or future terms, and will not be granted retroactively.

Additional Terms Specific to Parental Accommodation:
- The accommodation must be taken within six weeks of the birth or adoption of a child.
- Student Academic Appointees may receive at most one parental accommodation during their SoE graduate studies.

Additional Terms Specific to Medical Accommodation
- Medical Accommodation is for critical situations, defined as:
  - A serious health condition requiring an absence of 3 weeks or more.
  - The serious health condition of a spouse, domestic partner, child, or parent when the student is the primary or co-primary caregiver and the absence is anticipated to continue for at least three weeks.
  - Death of a spouse, domestic partner, child, or parent.
- Student Academic Appointees may receive at most one medical accommodation during their SoE graduate studies. Additional leaves may be considered on a case-by-case basis.

Requesting a Paid Accommodation
It is the responsibility of the student:

- To initiate the accommodation request with the Graduate Studies Office (gsostusv@indiana.edu) as soon as possible after the need is realized, before the beginning of the semester if possible. If the accommodation cannot be anticipated, request for the accommodation should be made no more than one week after the need for the accommodation occurs. Accommodations may be denied by the Graduate Studies Office if the student does not provide adequate notice of the request.
- To provide any requested medical certification or other verification of the reason for the accommodation.
- To discuss their upcoming absence with their SAA supervisor, and provide information related to current students or research projects associated with SAA responsibilities, as requested by the hiring department or center.
- To maintain full-time enrollment. When requesting an accommodation, the student should discuss with the assigned faculty advisor the impact of the accommodation on course and degree progress, and to make any necessary special arrangements with course instructors. Possible arrangements for registered courses might include virtual participation in a course, transferring from regular courses to research credits during the period of the accommodation, or receiving an incomplete in a course.
- If desired, students may apply for a one-term extension of all major degree milestones and time limits (qualifying exam deadlines, number of years between passing the oral qualifying exam and obtaining the degree). Students who are enrolled in G901 during the accommodation, or who have incomplete grades due to expire during the term of the accommodation, may also be eligible for extensions of the standard limits. Applications for such extensions are subject to approval from Graduate Studies (SoE programs) or the University Graduate School (Ph.D. programs).

**Procedure for Completing the Request Form**

After conferring with the Graduate Studies Office, a student fills out the Request for Accommodation Form and reviews it with their primary faculty advisor and SAA supervisor. The student turns the form in to their major department, including a description of the specific arrangements, if any, pertaining to timeline and SAA responsibilities. The SAA supervisor, faculty advisor, and Department Chair or SAA unit sign the form to indicate that the student has discussed their upcoming absence and made necessary arrangements. Department staff forward the form to the Office of Graduate Studies for review and approval by the Associate Dean for Graduate Studies.

**Cost Coverage Within the SoE:**

It is the responsibility of the hiring unit to arrange for covering the student’s remaining duties during the time of the accommodation. When a unit’s arrangements to cover an AI’s duties involve additional cost, the Dean’s office will pay the cost. Arrangements for covering the duties of RAs and GAs, including any costs incurred, are handled by the relevant unit (e.g., research center, department).

**Return from Paid Accommodation**

Evaluation of a graduate student’s academic progress and performance shall not be affected negatively by an approved period of accommodation that conformed to the requirements spelled out in this policy. Upon return from an approved accommodation, a student whose contract is still in effect will be assigned the same or similar duties, as determined by the needs of the department or center, to complete the remainder of that contract.