5.9.2 Pregnancy, Childbirth, Adoption and Lactation: Implementation

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1. Childbirth Accommodation For Pregnant Graduate Students

**PROCESS STEPS** | **RESPONSIBILITY**
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1. Initiates 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 a Childbirth Accommodation. | Student
2. Completes the Childbirth and Parental Accommodation request [1] and provides doctor's statement. | Student
3. Generates an email notification to the faculty advisor, with a link to the student's online application. | Online application
4. Reviews the request, and discusses plans with the student. Indicates on the online application that this review has taken place. | Academic advisor
5. Upon departmental review, generates an email notification to the VPGE Office with a link to the completed application | Online application
6. Confirms funding arrangements with the department, if necessary. | VPGE Office
7. Notifies the following offices by email of the terms of the Academic Accommodation Period:
   - the student
   - the student’s department and advisor
   - the VPGE Office
   - the Office of the Registrar
   - the Bechtel International Center, in the case of an international student.

8. Processes supplemental financial support for the student, if any, in GFS.

9. If the student wishes to reduce enrollment below full-time, complete the Request for Graduate Tuition Adjustment [2] in Axess [3], indicating a childbirth accommodation period, and processes as described in GAP 5.2, Part-Time Enrollment [4].

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**2. Pregnancy or Parental Leaves of Absence**

(See GAP 5.3, Leaves of Absence [5])

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Student</td>
</tr>
<tr>
<td>Informs department and advisor of circumstances leading to a leave of absence. Discusses alternatives.</td>
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<tr>
<td>2.</td>
<td>Student</td>
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<tr>
<td>Completes the Childbirth and Parental Accommodation request [1] and indicates desire to take a Pregnancy or Parental Leave of Absence.</td>
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<td>3.</td>
<td>Online application</td>
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<tr>
<td>Generates an email notification to the faculty advisor and to the department indicating the student’s intention to request a Pregnancy or Parental Leave of Absence, and explains requirements for approval and candidacy extension, if applicable.</td>
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<td>4.</td>
<td>Student</td>
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<tr>
<td>Completes the Leave of Absence Request and gathers necessary signatures.</td>
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<td>5.</td>
<td>Department</td>
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<tr>
<td>Reviews and signs the request.</td>
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<tr>
<td>6.</td>
<td>Bechtel International Center</td>
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<tr>
<td>For international students, reviews and signs the request.</td>
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<tr>
<td>7.</td>
<td>Department</td>
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<tr>
<td>For students in programs requiring candidacy, extends the candidacy period (or pre-candidacy period for students not yet admitted to candidacy) by the required amount (one year for pregnancy leaves; one quarter for parental leaves for non-birth parents)</td>
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<tr>
<td>8.</td>
<td>Student</td>
</tr>
<tr>
<td>Mails or delivers the approved form to the Student Services Center. (Timeliness of delivery relative to the start of the quarter will determine whether any tuition will be required for that quarter.)</td>
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</table>
9. Upon receipt of the request, adjusts the student’s status in PeopleSoft. Registrar

10. Makes any necessary arrangements for housing, insurance, etc. Student

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3. Lactation Accommodation

**PROCESS STEPS**

1. Contacts the Graduate Life Office (GLO) at [graduatelifeoffice@stanford.edu](mailto:graduatelifeoffice@stanford.edu) [6] or 650-736-7078 (students) or the Office of Postdoctoral Affairs (OPA) Postdoc Benefits at [postdocbenefits@stanford.edu](mailto:postdocbenefits@stanford.edu) [7] (postdoctoral scholars) as soon as a lactation accommodation is needed.

2. Receives and reviews accommodation requirements, identifies appropriate space and schedule for the student or postdoctoral scholar.

3. Assists GLO or OPA in addressing the accommodation request, including helping to identify appropriate space in consultation with the building or facilities managers.

4. Ensures compliance with this policy.

5. Reviews concerns about lactation accommodation student or postdoctoral scholar may raise. [TitleIX@stanford.edu](mailto:TitleIX@stanford.edu)


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**Links**

[6] mailto:graduatelifeoffice@stanford.edu?subject=Request%20for%20Lactation%20Accommodation
[7] mailto:postdocbenefits@stanford.edu?subject=Request%20for%20Lactation%20Accommodation