

SMU Department of English Graduate Studies

Parental Leave Application Form

To be completed by the graduate student:

Name _____ SMU ID _____

Requested for the ☐ Fall ☐ Spring semester of the 20____— 20____ academic year.

Application for parental leave should be made one semester prior to the planned leave period, or as soon as possible in the case of adoption. The student may take parental leave no later than the semester after birth or adoption.

This application, once approved, entitles the applicant to:

- **one** semester of academic leave, by which the program clock is “stopped”;
- continued stipend payment for the semester of leave;
- continued student health insurance renewal for the semester of leave;
- continued library privileges for the semester of leave; and
- retention of office space (though the space may be loaned, temporarily, to another graduate student for the semester of leave).

The applicant acknowledges that:

- enrollment in Engl 8049 is required for the semester of leave;
- enrollment in Engl 8105 with the student’s Director, a 1 credit hour bearing course which allows the graduate student to be eligible to enroll in SMU’s Student Health Insurance Plan
- maternity leave will be granted only **once** for the duration of the academic program;
- **no extensions** to maternity leave will be granted;
- students will not be funded for any travel/conferences during the semester of leave;
- if grades of incomplete (“I”) are rendered to the student, it is the responsibility of the student to make arrangements with their professors to clear those incompletes; and
- teaching obligations postponed due to the leave must be fulfilled in a future semester.

Student Signature _____ Date _____

To be completed by Department:

Director of Graduate Studies (print)

Department Chair (print)

Signature

Signature

Date

Date

Submit this completed form to the Assistant to the Chair of the Department of English