

FMLA Draft of 2/19/08

**Core Campus
School of Education
Family and Medical Leave & Program Extension Policies for Graduate Students
Effective Date: XXXXXX**

Part A: Program Extension for Doctoral Candidates

The purpose of this policy is to provide up to one additional semester of time to the academic "clock" of a doctoral candidate (post-qualification) who has had an emergency or unexpected event occur in their lives.

Eligibility: To be eligible for a program extension of up to one semester, a student must:

- Be a doctoral candidate, enrolled full-time, in good academic standing, and continuously enrolled since achieving candidacy.

Reasons for leave: An extension of up to *one* semester of time may be granted to a student for the following reasons:

- A serious health condition requiring an inability to work or attend classes for 3 weeks or more.
- Care of a child within 12 months of the birth or adoption of a child. (Please note: this applies to either the mother or the father of an individual child, but not to both, if both parents are doctoral students on the School of Education).
- A 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.

Terms and Conditions of Program Extension: Students may implement this policy only once during their tenure as a doctoral candidate. This extension applies to the major degree milestone and time limit after becoming a candidate involving the number of years between advancing to candidacy and obtaining the degree.

Procedure: Requests for a program extension should be made by the student, with the endorsement of the student's advisor, through the Office of Graduate Studies in the School of Education, by filling out and submitting the appropriate form. Students are required to submit necessary medical certification or other verification of the reason for the requested extension. Final approval of the program extension will be made in conjunction with the University Graduate School of Ph.D. students and by the School of Education for Ed.D. students. Program extensions must be applied for within six weeks or by the end of the semester in which the emergency or unexpected event occurs; whichever period of time is longer. These extensions are not granted retroactively, and thus, a student may not apply for one at the end of a program to be granted extra time based on an event that occurred in the distance pass.