



## **Procedure: Permission to work off-campus due to a family or medical condition**

Under certain conditions and with official approvals, students can receive permission to work off campus for one period of time for up to six (6) consecutive weeks and remain enrolled as a PhD student with continuance of their current Graduate Research Assistantship (GRA).

**Conditions for Consideration to Work off campus:** Students who have a GRA appointment may be eligible to work off campus if they meet one of the following conditions (documentation of condition may be required):

- Their own serious health condition.
- The care of an immediate family member with a serious health condition.
- The pregnancy, birth, and care of a newborn child.
- The legal placement of a child with the employee for adoption or foster care.
- Significant family and personal circumstances.

A spouse, son, daughter, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Leave may be used for any "qualifying exigency" arising out of the service member's current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation.

**Academic Responsibilities (as enrolled student):** The student will be responsible for all missed course work. The student will need to contact his/her instructor(s) to negotiate what, if any, accommodations can be made regarding missed classes and coursework. These agreements must be determined ahead of time and the student and faculty member will put the agreement(s) in writing. Agreements will require written plans for oversight and documentation of actual work (not just work hours).

**GRA Responsibilities (as employee):** The student would need to develop a written plan with his/her mentor to complete work at home (e.g., reading journal articles, writing paper, analyzing data etc.) to fulfill the 13 work hours per week (0.33 FTE) which is required for the GRA. The mentor will be responsible for oversight and documentation of actual work (not just work hours).

### **Notes:**

- This option is only for students who have completed their required/core didactic course work.

- Students must remain enrolled full time as required by their GRA (at least twelve (12) credit hours of course work for Biomedical Science PhD students and nine (9) credit hours for other PhD-GRA's).
- Requests (to include all plans) must be **in writing** and signed by the mentor and program director.
- Requests must include a start and end date indicating when you plan to leave and then return to school/work. If actual dates change from what was originally provided, an updated dates and written notification must be provided to the students mentor and The Graduate School – for review and approval. Time away beyond the originally approved time and/or beyond 6 weeks may result in additional considerations.
- Final approval is required from The Graduate School.
- Completed time sheets must be submitted per the normal schedule/process.
- International students must maintain F, J (and/or other) student status compliance requirements.

Any student who misses more than six (6) weeks in one (1) semester will need to withdraw for that semester. While withdrawn, the student's GRA position will be placed in an inactive status and the student will not receive the GRA stipend. The GRA will be re-activated when the student regains full-time enrollment status in the PhD program.

Permission to work off campus for 6 weeks is limited to one time per academic year.

A student may request an exception based on extenuating circumstances. The Dean of The Graduate School will review and render a decision on the each request. Each request will be decided on a case-by-case basis. The decision of the Dean of The Graduate School is final.

**Special Considerations for International Students:** International students are responsible for discussing their plans with the Senior Coordinator in International Services, AU International and Postdoctoral Services Office (Ms Beverly Tarver) ahead of time. It is the student's responsibility to work with Ms Tarver to ensure F, J (or other) student status compliance is maintained.