

# Graduate Studies Office, California Institute of Technology

## CONDITIONS FOR STUDENTS ON A NON-MEDICAL LEAVE

While on sabbatical, students are considered “separated” and the academic transcript will be updated accordingly. Sabbaticals are granted for up to one year at a time, not to exceed three years, and for no less than one full academic term. Leaves will normally be granted at the start or the end of an academic term; mid-term returns are not typically allowed. Failure to resume graduate studies or request an extension of the leave at the end of the leave status will result in an automatic withdrawal from the Institute and a new application and readmission following the Institute admission process will be required before reinstatement can be considered. In addition, while separated and on sabbatical, the following conditions apply:

- Students on leave may not work on any academic projects or attend classes at Caltech.
- Students on leave are not permitted to access laboratory facilities within the effective dates of the leave, but may attend activities (i.e., lectures and seminars, etc.) that are open to the public.
- Students on leave are not eligible to use Caltech facilities, property, or resources.
- Students on leave must return any keys to their Building Administrator. Card access will be disabled while on leave.
- Students on leave are not eligible for Institute student financial support (i.e., stipends or salary, emergency funds, parent support, dependent health reimbursements, etc.).
- Students on leave are not eligible to remain in Institute housing. It is the student’s responsibility to notify the Housing Office of their move-out plans, make arrangements for the removal and shipping of personal belongings, and return any keys. To complete the check-out process, students must fully vacate the current housing assignment, and submit a "Notice of Intent to Vacate" form in person or on-line at <http://www.housing.caltech.edu/forms/notice-of-intent-to-vacate-room-move>. Please note that housing charges will be incurred until the last day of residence.
- Students on leave are responsible for the entire cost of their insurance premiums and must make special arrangements with Benefits if they wish to continue coverage through the Caltech insurance carriers.
- When returning from leave, students must provide at least six (6) weeks of notice to the Graduate Studies Office prior to the anticipated return date. It will be important to meet with one of the Graduate Deans to discuss progress and plans for resuming a full-time program.
- Students on leave must have the support of a Caltech faculty advisor and full funding in advance of the return.
- Return from leave is subject to the approval of the Dean of Graduate Studies.
- Coursework not completed at the time of departure from Caltech will be recorded on the transcript as Withdrawn “W” if before Drop Day or as Incomplete “I” or an Extension “E” if after Drop Day. It will be the student’s responsibility to work with the instructor(s) of the course to make up any incompletes prior to Add Day of the term in which studies are resumed.