CONDITIONS FOR STUDENTS ON MEDICAL LEAVE

1) A student on medical leave is expected to be in treatment and focus on getting healthy in order to resume studies on a full-time basis. In order to assess a student’s progress, we ask that students provide his or her physicians (including therapists or psychiatrists) with a release so that they can discuss the status of treatment directly with the Graduate Studies Office.

2) Graduate students on medical leave are eligible for coverage on Caltech’s Health Care Benefit plan for up to one year. Students are still responsible for enrolling in the plan, paying a portion of the premium, and making copayments just as a regular enrolled student. If the medical leave continues for more than one year, Caltech will no longer subsidize the cost of the health care insurance and students will need to arrange coverage and be responsible for the full cost. Students on involuntary leave or non-medical sabbatical are responsible to the entire cost of their insurance premiums and must make special arrangements if they wish to continue coverage through the Caltech insurance carriers.

3) While on leave, students may not work on any academic projects or attend classes at Caltech. Students on leave are also not permitted to access laboratory facilities within the effective dates of the leave. Similarly, while students on leave may of course attend activities that are open to the public, they are ineligible to continue use of Caltech facilities, property or resources. In this regard, students must return the Caltech ID card and return all keys to the Building Administrator. These items will be re-issued upon an approved return.

4) Students on leave are not eligible to remain in Institute housing. It is the student’s responsibility to notify the Housing Office of their 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.

5) At least a month prior to the application to return from medical leave, please petition the Graduate Studies Office (http://www.gradoffice.caltech.edu/documents/45-return_from_medical_leave.pdf). It will be important to meet with one of the Deans in the Graduate Studies Office to discuss progress and plans for returning from medical leave.

6) Return from leave is subject to the approval of the Dean of Graduate Studies, and in cases of medical leave, the recommendation of the Senior Director of Health and Counseling.

7) After returning from leave, the expectations for continued enrollment in the graduate program are:

   a. Comply with all Institute policies and regulations

   b. Make satisfactory academic progress

   c. 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.

   d. If students do not anticipate having an advisor upon return, they will need to work with the Option Representative to arrange for funding as well as a new advisor in advance of the return.