

# California Institute of Technology

## INFORMATION FOR STUDENTS ON MEDICAL LEAVE

- 1) A student on medical leave is expected to be in treatment and to focus on getting healthy in order to resume studies on a full-time basis.
- 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. If the medical leave continues for more than one year, Caltech will no longer subsidize the cost of the health care insurance, students will need to arrange coverage and are responsible for the full cost of their coverage.
- 3) While on leave, students 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. Similarly, while students on leave may 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 their Caltech ID card and all keys to the Building Administrator. These items will be re-issued upon approved return.
- 4) Students on leave are not eligible to remain in Institute housing. It is the responsibility of the student 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. Fees may be waived for students leaving housing early, or who need to break their housing contracts due to medical leave.
- 5) In order to return from Medical Leave, students must submit their petitions by September 1<sup>st</sup> for students wishing to enroll in Fall Quarter; December 1<sup>st</sup> for students wishing to return Winter Quarter; and March 1<sup>st</sup> for Spring Quarter enrollment. 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.  
[http://www.gradoffice.caltech.edu/documents/45-return\\_from\\_medical\\_leave.pdf](http://www.gradoffice.caltech.edu/documents/45-return_from_medical_leave.pdf)
- 6) Return from leave is subject to the approval of the Dean of Graduate Studies in conjunction with 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. Students must have an advisor and funding upon return. They may work with the Option Representative to arrange for funding, as well as for a new advisor in advance of the return.