

# California Institute of Technology

## Graduate Studies Office

### CONDITIONS FOR STUDENTS ON INVOLUNTARY LEAVE OR NON-MEDICAL SABBATICAL

- 1) Students on involuntary leave or non-medical sabbatical are responsible for the entire cost of their insurance premiums and must make special arrangements with the Benefits Office if they wish to continue coverage through the Caltech insurance carriers.
- 2) While on involuntary leave or non-medical sabbatical, 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. While students on leave may of course attend activities that are open to the public, but they are ineligible to continue use of Caltech facilities, property or resources (including Library access and the gym). In this regard, the Caltech ID card will be deactivated and students must return all keys to the Building Administrator. These items will be re-issued upon an approved return.
- 3) Students on involuntary leave or non-medical sabbatical 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. Please note that housing charges will be incurred until the last day of residence.
- 4) At least a month prior to the term anticipated to return from leave, please contact the Graduate Studies Office. It will be important to meet with one of the Deans in the Graduate Studies Office to discuss progress and plans for returning from leave. Leave status will only be granted at the end or beginning of a term; mid-term returns are not permitted.
- 5) Return from involuntary leave is subject to the approval of the Dean of Graduate Studies.
- 6) After returning from involuntary leave or non-medical sabbatical, 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  - c. Coursework not completed at the time of departure from Caltech will be recorded on the transcript as Withdrawn "W" if before Drop Day or as Incomplete "I" or an Extension "E" if after Drop Day.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. Return will only be granted once an advisor and funding are in place.