

# Graduate Studies Office, California Institute of Technology

## CONDITIONS FOR STUDENTS ON A NON-MEDICAL SABBATICAL

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 term. Leaves will normally only be granted at the start or the end of an academic term; mid-term returns are not typically allowed. In addition, while separated and on sabbatical, the following conditions apply:

- Students may not work on any academic projects or attend classes at Caltech.
- Students are not permitted to access laboratory facilities within the effective dates of the sabbatical, but may attend activities that are open to the public.
- Students on sabbatical are ineligible to continue use of Caltech facilities, property, or resources.
- Students must return their Caltech ID card and any keys to their Building Administrator.
- Students on sabbatical are not eligible for Institute financial support (GRA, GTA, Fellowship).
- Students on sabbatical 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 sabbatical are responsible for the entire cost of their insurance premiums and must make special arrangements if they wish to continue coverage through the Caltech insurance carriers.
- Students must provide at least six weeks of notice to the Graduate Studies Office prior to the anticipated return from sabbatical. It will be important to meet with one of the Deans in the Graduate Studies Office to discuss progress and plans for resuming a full-time program.
- Students must have the support of an advisor and funding arranged in advance of the return.
- Return from sabbatical 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- Coursework not completed at the time of departure from Caltech will be recorded on the transcript as Withdrawn “W” if before Drop Day or as Incomplete “I” or an Extension “E” if after Drop Day.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.