

Personal Leave Instructions

If a student needs to take a personal leave (sabbatical) from the Institute, they must complete the following petition. **Students are responsible for obtaining all of the necessary signatures prior to submitting the final petition for approval to the Graduate Studies Office.** Electronic signatures or approvals by email are accepted.

Leaves are granted for up to one year, and may be extended beyond one year only by completing a new petition form and with agreement of the Advisor, Option Representative, and the permission of the Dean of Graduate Studies.

While on Leave

Caltech considers students on an approved leave to be matriculated; however, students on leave are not currently enrolled and therefore do not enjoy all rights and privileges of enrolled students. Unenrolled students, and accordingly, students on personal leave, have limited access to Caltech's educational activities, programs, and services. They may not attend classes or labs, live in Institute housing, or access certain student resources, including Student Wellness Services and Residential Life activities, programs, and services during their leave. Career Advising and Experiential Learning (CAEL) is, by default, open to all students who have not been permanently separated from the Institute, regardless of leave or enrollment status, unless otherwise revoked by the Director of CAEL or the Dean. While on a personal leave students are not eligible for subsidized Caltech health care benefits, stipends, or other student benefits. Please refer to the [conditions](#) for students on Personal Leave from the Institute. For questions regarding the full scope of these limitations, please contact the [Graduate Studies Office](#).

Students may consult with their advisor and otherwise plan for their academic future; however, they will not receive credit for courses unless they are properly enrolled. Students who are on leave are still subject to all Institute policies, including the Institute Sex- and Gender-Based Misconduct Policy. Violations of policy may affect a student's eligibility to re-enroll.

Return from Leave

Prior to going on leave, students must discuss with their Option and Caltech faculty advisor the conditions of return. Return from leave is conditional upon the Option's and advisor's willingness to accept the student for continuing study, and the availability of funding. When returning from leave, students must provide at least six (6) weeks of notice to the Graduate Studies Office and contact the Assistant or Associate Graduate Dean to determine whether a meeting is required to discuss resuming a full-time program.

A student who does not return from leave as planned or does not file an extension request will be withdrawn from the Institute.

International Students

International students must meet with International Student Programs (ISP) to discuss visa implications and obtain a signature acknowledging such prior to review and approval of the leave by the Graduate Dean. Please note that a signature from ISP does not constitute an approval of the petition. ISP will not act on the petition until notification of approval is received from the Graduate Studies Office, so please allow adequate time and plan accordingly.

Students with External Funding

Students holding an external fellowship (ex. NSF) must check that their fellowship guidelines allow periods of non-enrollment before taking a personal leave.

Questions

For all questions regarding the leave process, please review the [Leave Policy](#) for graduate students or contact the [Graduate Studies Office](#).

Caltech Graduate Studies Office

M/C 230-87, Room 230 Center for Student Services, gradofc@caltech.edu

Personal Leave Petition

Caltech UID:

Last Name:

First Name:

Option:

Year of Study (ex. G1):

Current Degree (MS, ENG, PhD):

Expected Completion Date (mm/yyyy):

Advisor:

Email:

Forwarding Address:

Do you hold a current visa (international student): Yes No

Are you funded by an external fellowship: Yes No

If yes, which one?

Leave Information

Start date of the leave (mm/dd/yyyy):

Expected leave end date (mm/dd/yyyy):

Please include a brief reason for the leave:

Student Signature_____

Date:

Recommended Option Representative Signature_____

Date:

Recommended Advisor Signature_____

Date:

Information Only ISP Signature (International Students)_____

Date:

Approved Dean of Graduate Studies Signature_____

Date:

Not Approved