

Medical Leave Instructions

A medical leave is intended for students to take time away from the Institute to focus on recovery from health conditions so that graduate studies can be resumed. **Students are responsible for obtaining signatures and recommendations prior to submitting the final petition for approval to the Graduate Studies Office.** Electronic signatures or approvals by email are accepted.

Medical leaves are granted for up to one year. Extensions beyond one year may be granted in exceptional circumstances and should follow the [Medical Leave --- Request for Extension or Exception](#) petition and instructions.

Students must consult with Caltech's Student Wellness Services before submission of the petition and prior to return.

While on Medical Leave

We expect students on medical leave to continue to seek treatment and follow the recommendations of health care providers.

Graduate students on medical leave are eligible for coverage on Caltech's Health Care Benefit plan for up to one year. Students are responsible for enrolling in the plan, paying the student 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.

Coursework not completed at the time of departure from Caltech will be recorded on the transcript as Withdrawn "W" if the leave began before Drop Day or as an Incomplete "I" or an Extension "E" if the leave begins after Drop Day. It is 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.

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 using 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.

Students on leave are not eligible to remain in Institute housing. It is the students' responsibility to notify the Housing Office of their plans, plan 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 the [Notice of Intent to Vacate](#). 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.

If an extension of leave or exemption from any of the above requirements is needed, a [petition](#) should be submitted 6 weeks prior to the end date. Medical leaves beyond one year are approved in exceptional circumstances and requires evidence that the student has been following a recommended course of treatment from health care providers. If the leave expires without an approved extension, the student will be separated from the Institute and must formally apply for reinstatement.

Return from Leave

Prior to going on leave, students must discuss with their Option and Caltech faculty advisor the conditions of return. For students with academic difficulties, the Option may place academic conditions on the return.

Return from leave requires an approved [Return from Medical Leave](#) petition at least 6 weeks before the anticipated return date. It will be important to meet with the Assistant or Associate Graduate Dean to discuss progress and plans for returning from medical leave. The return is subject to the final approval of the Dean of Graduate Studies in conjunction with the recommendation of Student Wellness Services.

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 medical leave by the Graduate Dean. Please note that a signature from ISP does not constitute approval of the petition. ISP will not act on the petition until notification is received from the Graduate Studies Office, so please allow adequate time and plan accordingly.

Students with External Funding

Students holding an external fellowship (e.g., NSF) must check that their fellowship guidelines allow periods of non-enrollment before taking medical leave.

Questions

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

Medical Leave

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?

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

Student Signature_____

Date:

Recommended Option Representative Signature_____ Date:

Recommended Advisor Signature_____ Date:

Recommended Student Wellness Services Signature _____ Date:

Information Only ISP Signature (International Students)_____ Date:

Approved Dean of Graduate Studies Signature_____ Date:

Not Approved