

CONDITIONS FOR STUDENTS ON A PERSONAL LEAVE

While on leave, students are considered "separated" and the academic transcript will be updated accordingly. Personal Leave is granted for up to one year at a time, not to exceed three years, and for no less than one full academic term. The period of the leave will normally coincide with the academic terms; mid-term returns are not typically allowed. Failure to resume graduate studies or request an extension of the leave at the end of the leave status will result in an automatic withdrawal from the Institute, and a new application and readmission following the Institute admission process will be required before reinstatement can be considered. In addition, while separated and on leave, the following conditions apply:

- Students on leave 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, but may attend activities {e.g., lectures and seminars) that are open to the public.
- Students on leave are not eligible to use Caltech facilities, property, or resources.
- Students on leave must return any keys to their Building Administrator. Card access will be disabled while on leave.
- Students on leave are not eligible for Institute student employment as a Teaching Assistant, Research Assistant or Grad Fellow.
- Students on leave are not eligible for Institute financial resources (e.g., emergency funds, emergency loans, parent support, dependent health reimbursement).
- Students on leave are generally not eligible to remain in Institute housing. Upon request, exceptions may be considered for students on an internship leave of no more than one academic term who have a valid housing contract and whose Bursar account is not overdue. It is the student's responsibility to notify the Housing Office of any move-out plans, make arrangements for the removal 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. Please note that housing charges will be incurred until the last day of residence.
- While on leave, students are responsible for the entire cost of their health insurance premiums and must make special arrangements with Benefits if they wish to continue coverage through the Caltech insurance carriers. During the Summer term, students enrolled for Spring term will maintain coverage through August 31. Then upon enrollment for the Fall term, coverage is effective September 1, resulting in continuous coverage for the Summer term. This does not apply to a leave during a non-Summer term.
- When returning from leave, students must complete a [Return from Personal Leave](#) petition to the Graduate Studies Office and contact the Assistant or Associate Graduate Dean at least three weeks prior to the anticipated return date to discuss progress and plans for resuming a full-time program.
- Students on leave must have the support of a Caltech faculty advisor and full funding arranged in advance of the return.
- Return from leave is subject to the final 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 an Extension "E" if after Drop Day. It will be the student's responsibility to work with the instructor(s) of the course to submit any missing work before the "E" grade expiration date; otherwise, the grade will automatically update to an "F".