

Personal Leave Instructions

If a student needs to take a Personal Leave 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 to the Graduate Studies Office for the Dean's approval.** 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

Students on leave are not 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, perform Caltech graduate research, 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 (CALE) 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 CALE or the Dean. 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.

Medical Insurance

While on a Personal Leave students are not eligible for subsidized Caltech health care benefits, stipends, or other student benefits. However, please note that for the special case of a student taking a Personal Leave restricted to the Summer term only, health care coverage would be maintained, because enrollment in the Spring and Fall terms would by default result in coverage over the Summer term (<https://hr.caltech.edu/studentbenefits/continuing-coverage>). This would not be the case for Personal Leaves involving non-Summer terms.

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 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.

Internship

Students seeking a Personal Leave to work in an internship should submit an [Internship petition](#) instead of the standard Personal Leave petition.

Unpaid Time Off

Students who wish to take a limited number of days off beyond their allotted vacation days may request unpaid time off. Unlike a personal leave, students on unpaid time off remain enrolled as full-time students. Students interested in this option should submit the “[Request for Unpaid Time Off](#)” petition found on the petitions page of the Graduate Office website.

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

Personal Leave

Caltech UID:

Last Name:

First Name:

Option:

Year of Study (ex. G1):

Current Degree (MS, ENG, PhD):

Expected Completion Date (mm/yyyy):

Advisor:

Candidacy Completion Date, if applicable:

Email:

Forwarding Address:

Note: Students seeking a personal leave to work in an internship should submit an Internship petition instead of the standard Personal Leave petition.

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 and a plan for completion of graduate studies:

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