

Undergraduate Student Sabbatical or Withdrawal Form

Before you leave campus, please meet with one of the undergraduate deans to discuss your plans and complete this form. If you are petitioning for a sabbatical, you will also need to get your adviser's signature. Please be sure to answer the questions on the second page of this form.

If you are a student-athlete, it is strongly recommended that you have a conversation with the Assistant Athletic Director to discuss NCAA eligibility. If you are an international student, you must speak with someone in ISP. Representatives of Housing and Financial Aid also may be helpful in making any decisions.

Are you:

Withdrawing Petitioning for a sabbatical (normally up to one year)

Name _____ UID# _____

Permanent Address _____

Email (while away) _____ Cell Phone number _____

Number of terms completed ____ Have you every taken a term off? ____ When? _____

How long do you plan to be away?

1 term 2 terms 3 terms indefinitely Effective term/year: _____/_____

Advisor _____ Option/s _____

Information for students petitioning for Sabbatical: A student who is academically eligible may petition for sabbatical away from Caltech for up to a year and return as a regular student without application or petition. Undergraduate student sabbaticals are not granted for the term after reinstatement and the sabbatical must extend over an entire term.

If you are petitioning for a sabbatical, please review your plans with your adviser.

Advisor's statement: I have discussed this with the student.

Advisor's signature: _____ Date: _____

Please describe in greater detail your reasons for taking a leave and your plans:

Do you have Caltech Health and/or Dental Insurance? Yes No
How will you be insured while on leave?

If you live in Institute Housing, you must complete the Room Check Out/Move Form available at <http://housing.caltech.edu/Undergrads/Checkout>

Dean/Associate Dean Signature _____ Date: _____

Official Date of Withdrawal: _____ (Determined by Deans' Office)

Undergraduate Student Sabbatical Granted: Yes No Expected Date of Return: _____

UID: _____

Following withdrawal, a student is no longer eligible for Institute services

THE FOLLOWING OFFICES ARE NOTIFIED BY THE DEAN'S OFFICE:

Bursar's Office*	Human Resources
Campus Card Systems	International Student Programs (International Students Only)
Campus Life	Millikan Library Circulation
Financial Aid Office	Registrar's Office
Housing Office	Athletics

* A complete copy of your student account will be sent in the mail.

Please review each question below, and indicate whether it is:

P-your primary reason for taking time off S-somewhat important in your decision
V-very important in your decision N-unimportant or not applicable

1. P V S N Dissatisfaction with academic performance
2. P V S N Shift in interest or goals
3. P V S N Financial considerations
4. P V S N Family problems that demand attention
5. P V S N Career opportunity
6. P V S N Social concerns
7. P V S N Transferring to another college or university
8. P V S N Extracurricular considerations
9. P V S N Lack of formal support network
10. P V S N Academic burn-out
11. P V S N Psychological reasons**
12. P V S N Medical reasons**
13. P V S N Other (please indicate): _____

** Please complete the Application for a Medical Leave of Absence. Appropriate documentation of your readiness to resume your studies will be required prior to your return to Caltech.

Withdrawal from the Institute

Formal separation from the Institute is effected by filing this withdrawal form with the Registrar. The effective date of a withdrawal is determined by the Dean or Associate Dean of Students. A student, who withdraws or is absent for a term or longer, without an approved Undergraduate Student Sabbatical, must petition for reinstatement in order to register again at Caltech. Reinstatement rules are the same as those listed in the Caltech Catalog under "scholastic requirements." If a student wishes to avoid having grades and courses listed on the permanent record for any given term, s/he must withdraw by the last day of classes for that term. The date of withdrawal is always listed on the permanent record. The record also indicates if an Undergraduate Student Sabbatical was granted.

A student leaving the Institute at any time during the term without filing for a formal withdrawal will not be considered withdrawn. In such a case, any grades reported by the instructors will be recorded on the permanent record; the grade of F will be recorded for all other courses.