



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, please speak with someone in ISP. Representatives of Housing and Financial Aid-if relevant-may also be helpful in making any decisions.

Are you:

- Withdrawing Petitioning for a sabbatical (normally for one year)

Name _____ UID# _____

Permanent Address _____

Email (while away) _____ Cell Phone number _____

Number of terms completed _____ Have you taken a term off before? _____

When? _____

How long do you plan to be away? 1 term 2 terms 3 terms indefinitely

Adviser _____ Option/s _____

If you are petitioning for a sabbatical, please review your plans with your Adviser.
Advisor comments:

Adviser's statement: I have discussed this with the student and approve.

Adviser signature: _____ Date: _____

- Approved Denied

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

Dean/Associate Dean Signature _____ Date: _____

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

Undergraduate Student Sabbatical Granted:

Yes _____ No _____ Expected Date of Return: _____

UID: _____

Following withdrawal, a student is no longer eligible for Institute services and has 15 days to complete the checkout process.

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.

Withdrawal from the Institute

Formal separation from the Institute is effected by filing a completed Withdrawal card 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.

Before you meet with a Dean, 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): _____

**Appropriate documentation of your readiness to resume your studies may be required prior to your return to Caltech. You also need to fill out the Application for a Medical Leave of Absence.