

FEE POLICY FOR GRADUATE STUDENT *IN ABSENTIA* REGISTRATION

In Absentia Registration

In absentia status is a form of registration available to academic and professional degree graduate students undertaking necessary coursework or research related to their degree programs **outside the designated local campus region. UCI's local campus region consists of the following:** Orange, Los Angeles, Riverside, San Diego, or San Bernardino County. Exceptions for in absentia requests within the local campus regions must include a strong justification to be considered. The Fee Policy for Graduate Student *In Absentia* Registration promotes continuous enrollment of graduate and professional degree students by providing an appropriate enrollment incentive. Students registered *in absentia* are assessed 15% of the Student Services and Tuition Fees, the full health insurance fees, and the Associated Graduate Student fee. If applicable, students are also assessed non-resident supplemental tuition and/or professional degree supplemental tuition. Under no circumstances can students participate in coursework, exams, or research at UC Irvine while on in absentia status.

ELIGIBILITY CRITERIA:

All students pursuing doctoral or master's degrees in academic disciplines as well as those pursuing professional master's or doctoral degrees are eligible for the fee reduction. Students must be enrolled full-time in regular University of California units to be eligible for the reduced *in absentia* fee. Students in self-supporting graduate professional degree programs, exchange programs or programs paying only a program fee are not covered by this policy and are not eligible for *in absentia* registration.

THE RESEARCH OR COURSEWORK:

- Must be directly related to the student's degree program as evidenced by UC faculty approval.
- Must be of a nature that makes it **necessary** to be completed outside of California (or in some cases by exception, within California but outside the Southern California area e.g., not residing/working in Orange, Los Angeles, Riverside or San Diego County) for at least one full academic term.
- Must involve only indirect supervision appropriate to evaluating the student's academic progress and performance by UC faculty during the *in-absentia* period.
- Must involve no significant studying or in-person collaboration with UC faculty during the *in-absentia* period.
- Must involve no direct access to or use of UC resources or learning environments.

DOCTORAL STUDENTS:

- Must be advanced to candidacy by the time *in absentia* begins.
- May only use *in absentia* registration for a maximum of six quarters (two years). A second year requires approval by the Graduate Dean.

MASTER'S ONLY AND GRADUATE PROFESSIONAL STUDENTS:

- Must have completed at least one year of coursework by the time *in absentia* begins.
- May only use *in absentia* for a maximum of three quarters.

Students may hold University fellowships and GSR/GSAR appointments while registered *in absentia*, but may not hold TA, Reader or Tutor appointments while registered *in absentia*.

FREQUENTLY ASKED QUESTIONS**1. Who is eligible for *in absentia* registration?**

All students pursuing doctoral or master's degrees in academic disciplines as well as those pursuing professional master's or doctoral degrees are eligible for the fee reduction. Students in self-supporting graduate professional degree programs are not covered by this policy.

- Academic doctoral students must have advanced to candidacy by the time the *in-absentia* status would begin.
- Master's and graduate professional students must have completed at least one year of coursework by the time *in absentia* begins.

2. What is *in absentia* registration?

In absentia registration applies to full-time regularly enrolled and registered students who have an academic need to conduct research outside of California (or in some cases by exception, within California but outside the Southern California area) for a period of up to one academic year.

3. Is there a fee reduction?

Yes. Students will pay *15% of the combined educational and registration fees*.

- Students will be required to pay the full health insurance (GSHIP) premium, if applicable.
- Students will be required to pay the Associated Graduate Students (AGS) fee.
- All other miscellaneous campus-based fees (i.e., the Student Center, Bren Events Center and Recreation Center fees) will be waived.
- ***If applicable, students will be required to pay the full non-resident tuition, and/or the full professional degree fee.***

4. Does this status include a reduction of non-resident tuition?

No, there is ***no reduction of non-resident tuition.***

5. Will students in professional degree programs (i.e., Law/MBA/MD, etc.) get a reduction on the professional degree fee?

No, there is ***no reduction in the professional degree fee.***

- 6. Are students in self-supporting programs eligible for *in absentia* registration?**
No. Students in self-supporting graduate professional degree programs (EMBA/FEMBA/HCEMBA, MAS-CLS, MCS, MCRS, MECPS, MFin, HCID, LLM, MLFP, MSBA, MSP, etc.) or students paying a program fee are not eligible for *in absentia* registration.
- 7. If a student will be 500 miles away, but still in California. Can I use *in absentia* registration?**
Possibly. Each case will be considered individually, based on the activities involved that require absence from Irvine but residence elsewhere in California. All students residing in Orange, Los Angeles, Riverside, San Diego, or San Bernardino County are considered local and not eligible for consideration. Exceptions for in-absentia requests within these local campus regions can be submitted but must include a strong justification to be considered. Students cannot be conducting research at, have direct access to, or otherwise be using any UC resources or learning environments.
- 8. If a student will be gone for only part of the quarter, is the student eligible for *in absentia* registration?**
No. The policy is for those students who will be outside the state the entire term.
- 9. If a student chooses to move to another state, is the student eligible to register *in absentia*?**
No. A student is eligible for *in absentia* only if their research or coursework requires that they be outside the state of California; not if they simply choose to relocate.
- 10. Can students be registered *in absentia* during the summer?**
Generally no, *in absentia* registration is normally for the academic year only. Students can register *in absentia* only during a term when educational and registration fees are assessed. Most graduate students are not assessed educational and registration fees during the summer and hence cannot be registered *in absentia* during that term. However, the relatively few students who are assessed ed/reg fees in the summer (typically in certain professional degree programs) are eligible for *in absentia* registration.
- 11. If a student who is not yet advanced to candidacy for their doctoral degree needs to go out of California to conduct research, can the student use *in absentia* registration?**
Possibly. This would be an exception to the policy and would need special approval by the Graduate Dean.

- 12. How long can a student register *in-absentia*?**
Up to two years (6 quarters) for academic doctoral students with the second year requiring approval by the Graduate Dean. Up to one year (3 quarters) for master's and graduate professional students.
- 13. Can students registered *in absentia* participate in campus-approved exchange programs with other institutions?**
If a student is participating in a formal exchange program, then no. UC graduate students who participate in exchange programs normally pay full UC fees and receive UC credit.
- 14. Can students enroll in a UC online course and still be eligible to register *in absentia*?**
No. The *in absentia* is reserved for coursework or research that meets the criteria described in the policy, included but not limited to the requirement that the coursework or research “must be of a nature that makes it necessary to be completed outside of California for at least one full academic term.” Since online courses offered by UC campuses do not meet this requirement, they are not available to students registered *in absentia*.
- 15. If a student does not want to use *in absentia*, can they use a research Leave of Absence?**
No, the policy has eliminated research Leaves of Absence. Students are expected to continuously register. Students undertaking coursework or research outside of California are now required to register *in absentia*. Students who are off-campus but still in California may by exception be considered for *in absentia*.
- 16. Can students receive fellowship support while registered *in absentia*?**
Students who register *in absentia* are eligible to receive a fellowship.
- 17. Can students registered *in absentia* hold an academic appointment (i.e., GSR, TA, etc.)?**
Students registered *in absentia* may hold appointments as Graduate Student Researchers or Graduate Student Assistant Researchers (GSR/GSAR). Students registered *in absentia* are **not** allowed to be appointed as TAs, Readers, or Tutors.
- 18. If a student wants to enroll in an institution overseas for a term, can the student register *in absentia*?**
Yes, if the student is a second-year master's student or professional doctoral student, or an advanced to candidacy academic doctoral student and has the approval of their program.

19. If a student is participating in the UCDC program, or on EAP, can the student register *in absentia*?

No, the student is participating in a UC program.

20. Can a student take their Qualifying Exam while registered *in absentia*?

No, *in absentia* means that the student is away from campus for the entire term.

21. If a student and their dissertation chair will both be in Europe, for example, conducting research together at another institution, can the student use *in absentia* registration?

No. The policy states that there must be no significant studying or in-person collaboration with UC faculty during the *in-absentia* period.

22. Can international students use *in absentia* registration?

While registered *in absentia*, you are a registered student. **However, you would need to get the International Center's approval before submitting the form.**

23. Will a student registered *in absentia* lose their California fee residency status?

Please consult with the residency officer, but normally not. The rules do allow for temporary absences. Please see information on residency requirements at: <http://www.reg.uci.edu/residency/classification.html>. The Residence Officer can be reached at (949) 824-6124 or regres@uci.edu.

24. Can students use the filing fee the quarter after being on *in absentia* status?

Yes, because students are registered while *in absentia*.

25. What courses should students enroll in while on *in absentia* status?

Students should enroll in independent study or research units.

26. How many units should a student enroll in while on *in absentia* status?

Students registered *in absentia* are required to be enrolled full-time (generally 12 research units). Part-time *in absentia* registration no longer exists.

27. Can students receive their degree while on *in absentia* status?

Yes, since students are registered while *in absentia*; however, please see below for specific information concerning the dissertation.

28. Can students defend and file their dissertation while on *in absentia* status?

Normally students are required to be present on campus for their defense, as it is open for public attendance. Students can, however, file their dissertations electronically from any location. Information on electronic dissertation filing is available at: [Thesis Dissertation Electronic Submission - UCI Graduate Division](#).

If filing a paper dissertation, students would need to mail in their documents or have a friend/colleague submit the documents on behalf of the student. Please note that additional documentation must be submitted in to complete the degree process; information is available at: [Thesis Dissertation Paper Submission - UCI Graduate Division](#).

29. How does a student sign up for *in absentia*?

The Request for *In Absentia* Registration is available at <https://grad.uci.edu/current-students/student-forms/>

30. Can a student registered *in absentia* still obtain a SHIP waiver?

Yes, if students provide documentation of comparable or better insurance, students may still request a SHIP waiver. Please note, that these are deadlines for requesting a SHIP waiver. Information is available at <https://shc.uci.edu/insurance/waiving-ship>.

31. If a student will be outside of the U.S., should the student waive out of SHIP and get other insurance?

For waivers, please refer to this link: <https://shc.uci.edu/insurance/waiving-ship/apply-for-waiver>

32. How will financial need be calculated for students registered *in absentia*?

Financial need will be calculated assuming an off-campus student budget and fulltime enrollment at the reduced fee level. Please contact the Office of Financial Aid and Scholarships at <http://www.ofas.uci.edu/content/GraduateContinuing.aspx> for specific information.