

Submit materials to:

Graduate Division
grad@uci.edu

IN-ABSENTIA REGISTRATION FOR GRADUATE STUDENTS

GENERAL INSTRUCTIONS FOR IN-ABSENTIA REGISTRATION

NOTE: Much of the text below is adapted from UCI's *Graduate Policies & Procedures Handbook*, available at:
<https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf>

In-Absentia Registration:

In absentia status is a form of registration available to academic and professional graduate students undertaking 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. Students registered in *in absentia* are only assessed 15% of the combined University Educational and Registration Fees; full health insurance fees; and the Associated Graduate Students (AGS) fee. If applicable, students are also assessed non-resident tuition and/or professional school fees.

All applications are due by the fee payment deadline, the absolute deadline for *in absentia* registration is the Friday of the third week of classes and will be granted only by an approved exception.

Please contact the Graduate Division with any questions: 949-824-4611. Law and Medical (M.D.) students should contact the School of Law or the Medical School.

Eligibility Criteria:

The student must be enrolled full-time in regular UC units.

Research or coursework

- Must be of a nature that makes it necessary to be completed outside of Southern California for at least one full academic term.
- Must be directly related to the student's degree program as evidenced by faculty approval.
- Must involve only one indirect supervision appropriate to evaluating the student's academic progress and performance from UC faculty during the *in-absentia* period.
- Must involve no significant studying or in-person collaboration with UC faculty during the *in-absentia* period.

Doctoral students

- Must advance to candidacy by the time *in absentia* begins.
- May only use *in absentia* registration for a maximum of six quarters.

Masters' 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 in self-supporting programs or exchange programs are not eligible for *in absentia* registration.

All students may receive University fellowships and GSR appointments, but may not hold TA, Reader or Tutor appointments during the *in-absentia* period.

The procedures for enrolling are the same as for regular students who are in-residence on campus. If *In-absentia* registration is approved by the academic department and the Graduate Dean, the Graduate Division will contact the Registrar to re-assess fees at the *in-absentia* rate. It is the student's responsibility to ensure fee payment by the deadline established by the Registrar and published in the quarterly Schedule of Classes.