

## 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 of California**. The Fee Policy for Graduate Student *In Absentia* Registration promotes continuous enrollment of graduate and professional degree students by providing an appropriate enrollment incentive. Research leaves have been eliminated. Students registered *in absentia* are assessed 15% of the registration and educational Fees, the full health insurance fees and the Associated Graduate Students fee. If applicable, students are also assessed non-resident tuition and/or professional degree fees.

### 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 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 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.

### 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 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 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.
  - 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 on the non-resident tuition?  
No, there is *no reduction in the 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 programs (EMBA/FEMBA/HCEMBA, MASCLS; MSICS Italy) or students paying a program fee (UCI/CSU Ed.D.) are not eligible for *in absentia* registration.

7. If a student will be off-campus but still in California, is the student eligible for *in absentia* registration?  
No. The policy on reduced fees is for students who are outside of the state of California. The new policy has eliminated research leaves. Students who are engaged in research or coursework outside of California must register *in absentia*. Students who are off campus but still in California are not eligible for *in absentia* and must be registered; however, those students may register part-time.
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. 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.
10. 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 Dean.
11. 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.
12. 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.
13. 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*.

14. Is a research Leave of Absence still allowed?  
No, the policy has eliminated research Leaves of Absence. Students undertaking coursework or research outside of California are now required to register *in absentia*. Students who are off-campus but still in California must register; those students may register part-time if approved.
15. Can students receive fellowship support while registered *in absentia*?  
Students who register *in absentia* are eligible to receive a fellowship.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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 Office approval before submitting the form.*

22. 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 deputy can be reached at (949) 824-6129 or [jlapuz@uci.edu](mailto:jlapuz@uci.edu).
23. Can students use the filing fee the quarter after being on *in absentia* status?  
Yes, because students are registered while *in absentia*.
24. What courses should students enroll in while on *in absentia* status?  
Students should enroll in independent study or research units.
25. How many units should a student enroll in while on *in absentia* status?  
Students registered *in absentia* are required to be enrolled full-time (12 units). Part-time *in absentia* registration no longer exists.
26. Can students receive their degree while on *in absentia* status?  
Yes, since students are registered while *in absentia*.
27. Can students file their dissertation while on *in absentia* status?  
Yes. Students can file their dissertations electronically. Information on electronic dissertation filing is available at: [http://www.grad.uci.edu/current/thesis\\_elect.htm](http://www.grad.uci.edu/current/thesis_elect.htm)  
  
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.
28. How does a student sign up for *in absentia*?  
The Request for *In Absentia* Registration is available at [http://www.grad.uci.edu/forms/students/reg\\_inabsentia.pdf](http://www.grad.uci.edu/forms/students/reg_inabsentia.pdf).