



## GENERAL INSTRUCTIONS FOR REGISTERING *IN ABSENTIA*

Note: Much of the text below is adapted from UCSB's Graduate student handbook, available at:  
<http://www.graddiv.ucsb.edu/handbook/>

All students are advised to read the section on *In Absentia* registration prior to filling out this petition

### **Enrollment & Use of *In Absentia* Registration:**

UCSB requires continued registration of all graduate students until the student completes all degree requirements. During the course of their study, graduate students may find it necessary to study or conduct research outside of California. This policy allows students conducting their research or studies away from the University to receive a fee reduction, while maintaining full-time student status.

*In absentia* deadlines are posted in the [Registrar's schedule of classes](#) as well as on the [Graduate Division](#) calendar.

### **Eligibility Criteria for *In Absentia* Registration:**

**The Graduate Dean is responsible for determining that the following criteria has been met:**

- 1) Research or coursework must be directly related to the student's degree program as evidenced by faculty approval.
- 2) Research or coursework must be of a nature that makes it necessary to be completed outside of California for the full academic quarter.
- 3) Doctoral students must be advanced to candidacy by the time the *in absentia* status would begin.
- 4) Master's and graduate professional students (Ed.D) must have completed at least one year of coursework by the time the *in absentia* status would begin.
- 5) Doctoral students may petition for up to two years of *in absentia* registration, the second year requiring special approval by the Graduate Dean.
- 6) Master's and professional students may petition for up to one year of *in absentia* registration.

### **Terms and Conditions of *In Absentia* Registration:**

**Financial Support:** Students on *in absentia* are eligible for University fellowship support, University research grants, and financial aid.

**Housing:** *In Absentia* status may affect eligibility for student housing. Students living in campus housing who are contemplating *in absentia* registration should check with the housing office for information prior to submitting an *in absentia* request.

**Academic Appointments and Employment at UCSB:** While on *in absentia*, students **are not** eligible to hold apprentice (TA, Reader, Tutor) or other student appointment titles.

**Graduate Student Researcher Employment:** While on *in absentia*, students **are** eligible to hold a GSR appointment. Students must contact Graduate Division if they are being employed as graduate student researchers while on *in absentia*.

**Health Insurance:** While on *in absentia*, students remain covered by the student health insurance program (GSHIP).

**Library Privileges:** Students on *in absentia* maintain borrowing privileges at the Davidson Library (including doctoral privileges).

**International Students:** International students are required to secure OISS approval on the *in absentia* petition.