



GRADUATE DIVISION
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Date: December 6, 2013

To: Chairs, Departments and Graduate Groups

From: Rosemary A. Joyce, Associate Dean of the Graduate Division

Re: **Clarifications to UC policy on in absentia registration**

Faculty are encouraged to bring to the attention of potentially eligible graduate students the benefits of and qualifications for **in absentia registration**, so that eligible students do not break their registration informally or withdraw without understanding that readmission is not automatic.

December 9, 2013, is the posted deadline for graduate students to file petitions for **in absentia registration**, as shown at http://grad.berkeley.edu/policies/degree_filing_deadlines.shtml.

In absentia registration is a form of continuous registration under certain circumstances for students who do not study or work continuously on the Berkeley campus.

Benefits to students of **in absentia registration** include maintaining their official affiliation with their program, access to email and authenticated websites, continuing campus health insurance coverage (if chosen), and registration, where appropriate, for the University's travel insurance.

Benefits for the University of **in absentia registration** include maintaining students' official affiliation with their program, providing an accurate count of the currently registered student population in good academic standing, and enabling strategic planning by programs and the campus to be based on realistic appraisal of the size of graduate programs.

In the August 30, 2013, memo to the UC Council of Graduate Deans, UCOP Provost and Executive Vice President grants authority "to approve, under limited circumstances, **in absentia registration** for certain students who will carry out their academic work within the State of California" (as well as outside the state), singling out as examples "students carrying out internships required for their degree programs and students carrying out academic work that requires them to be away from their home campuses though still in California and in all other respects... eligible for **in absentia registration**."

Faculty and students should be aware of this caveat: To make uniform the application of policy exceptions, Berkeley's Graduate Division defines the counties of the immediate Bay Area (Alameda, Contra Costa, Santa Clara, San Mateo, San Francisco, Marin, and Solano counties) as 'local' and thus not locations eligible for **in absentia registration**. In addition, mere residence outside this perimeter will not automatically mean the student will qualify. Each case for an exception will be individually assessed in accord with the rules set out by UCOP.