



Date: January 18, 2022

To: Deans, Chairs, Head Graduate Advisors, Equity Advisors, Graduate Student Affairs Officers

From: Lisa García Bedolla, Vice Provost for Graduate Studies and Dean of the Graduate Division

**Re: Updated Fee Policy for Graduate Student *In Absentia* Registration**

UCOP recently announced a revised “Fee Policy for Graduate Student *In Absentia* Registration” effective as of the 2022 spring term. The [revised policy](#) permits Graduate Division deans to establish a local campus region as a new geographical limit on *in absentia*<sup>1</sup> registration. The goal of this policy revision is to increase transparency and incentivize continuous enrollment of graduate students while decreasing the number of exceptions granted.

With the revision of this policy, Berkeley’s Graduate Division has defined seven Bay Area counties (Alameda, Contra Costa, Santa Clara, San Mateo, San Francisco, Marin, and Solano counties) as the designated local campus region. Students living in these counties will be ineligible for *in absentia* registration, but those living elsewhere in California will no longer need an exception to register *in absentia*.

Students registered *in absentia* are assessed full health insurance fees, and 15 percent of the combined University Tuition and Student Services Fees. If applicable, students are also assessed the full non-resident tuition and/or professional school fees. Students in self-supporting programs or exchange programs are not eligible for *in absentia* registration. For more information contact the Graduate Division’s Degrees Office. Law students should contact the School of Law.

***Eligibility***

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 tuition and fee reduction. Students in self-supporting graduate programs are not covered by this Policy.

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<sup>1</sup> *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. Since 2013, students living in California, but outside of the immediate Bay Area, have had to seek an exception from the Dean of Graduate Division to enroll *in absentia*



Students must be enrolled full-time in regular UC units to be eligible for the reduced *in absentia* charges. *In absentia* research coursework must meet the following criteria:

- 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 the designated local campus region for at least one full academic term.
- Must involve only indirect supervision appropriate to evaluating the student's academic progress and performance (e.g., correspondence via email or review of written work) 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 to ensure that units do not entail direct access to the resources or learning environment of any UC campus.

Doctoral students:

- May only use *in absentia* registration for a maximum of four semesters.
- Must normally be advanced to candidacy by the time *in absentia* begins.

Master's and graduate professional (e.g., O.D., J.S.D., JD) students:

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

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

See [section D1.3 of the Guide to Graduate Policy](#) for more information.

Lisa García Bedolla

Vice Provost for Graduate Studies and Dean of the Graduate Division