

**Graduate Status Comparison: Filing Fee, *In Absentia* Registration, Leave of Absence, Withdrawal**

	<b>Filing Fee</b>	<b><i>In Absentia</i></b>	<b>Leave of Absence</b>	<b>Withdrawal</b>
<b>Reasons</b>	Students who meet eligibility criteria pay a Filing Fee in lieu of tuition and fees during their final quarter when the degree is awarded.	When a full-time registered student who has an academic need to conduct research <b>outside</b> of California. The research must be: <ul style="list-style-type: none"> <li>▪ Directly related to the student’s degree program</li> <li>▪ Of a nature that makes it necessary to be completed outside of California for at least one full academic term</li> <li>▪ Involve only indirect supervision appropriate to evaluating the student’s academic progress and performance</li> <li>▪ Involve no significant in-person collaboration with UC faculty during the <i>in absentia</i> period.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Family obligations</li> <li>▪ Parenting</li> <li>▪ Medical</li> <li>▪ Emergency</li> <li>▪ Military</li> <li>▪ Outside Employment</li> <li>▪ Financial Hardship</li> </ul>	Registered and enrolled students who wish to discontinue their coursework during the current quarter and leave the University.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>▪ The student must have been registered and enrolled in the previous academic quarter.</li> <li>▪ The student must have advanced to candidacy at least one quarter prior to the term of Filing Fee usage.</li> <li>▪ All formal degree requirements, except for filing the thesis/dissertation or taking the master’s comprehensive/ doctoral final oral exam or submitting the master’s comprehensive capstone project, must be completed before the first day of classes.</li> <li>▪ During the quarter on Filing Fee, the thesis/ dissertation committee may suggest only stylistic and typographical changes or, in the case of master’s comprehensive exam or capstone project, the faculty assess or grade only.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students must be registered and enrolled full-time and in good academic standing (GPA of 3.0) to be eligible for the reduced <i>in absentia</i> fee.</li> <li>▪ Academic doctoral students must have advanced to candidacy by the time the <i>in absentia</i> status would begin.</li> <li>▪ Master’s and graduate professional students must have completed at least one year of coursework by the time the <i>in absentia</i> status would begin.</li> <li>▪ Students in <i>self-supporting</i> graduate programs are <u>not</u> eligible.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The student must have completed at least one quarter of academic residence and be in good academic standing (cumulative GPA of at least 3.0) to be granted a leave.</li> <li>▪ A student conducting research or writing their thesis or dissertation during the requested quarter is not eligible for leave of absence.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The student must have been registered and enrolled in the previous academic quarter.</li> <li>▪ With approval of the Dean of the Graduate Division, if a student is eligible for further registration in the University and is not under disciplinary disqualification, the student is entitled to a statement of honorable withdrawal.</li> </ul>
<b>Duration</b>	Students must complete their limited remaining degree requirements during the following period: the day after the previous quarter ends, through the end of the quarter in which the Filing Fee is applied. Completion of degree requirements means submission of a thesis or dissertation with all committee member approvals OR submission of the “comp report” with the results of a comprehensive examination or capstone project.	<ul style="list-style-type: none"> <li>▪ Up to two years (6 quarters) for academic doctoral students, with a possibility of renewal after the first year.</li> <li>▪ Up to one year (3 quarters) for master’s and graduate professional students (including MBA, Ed.D.).</li> <li>▪ <i>In Absentia</i> Registration is for academic quarters only (Fall, Winter, Spring).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maximum of 3 quarters.</li> <li>▪ By exception, requests for additional quarters beyond the 3-quarter limit may be approved at the discretion of an Associate Dean or the Dean of the Graduate Division.</li> <li>▪ A leave of absence is for academic quarters only (Fall, Winter, Spring).</li> </ul>	Continuing graduate students who fail to register or graduate students who submit a withdrawal form are considered to have withdrawn from the University and must compete for readmission with all other applicants.

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<b>Deadlines</b>	<ul style="list-style-type: none"> <li>A graduate student seeking to use the Filing Fee must apply by the established deadline of the quarter prior to Filing Fee usage. For Summer, the deadline is 8 business days prior to the last day of Summer Session C. For Fall, Winter and Spring quarters, the deadline is the Tuesday of Week 1 of each term. See <a href="#">Filing Deadlines Chart</a>.</li> </ul>	Applications must be submitted no later than one week prior to the beginning of each quarter.	By the end of the 2nd week of class (Fall, Winter, Spring).	<ul style="list-style-type: none"> <li>Consult the Schedule of Classes for specific refund dates.</li> <li>Consult with the program for readmission deadlines.</li> </ul>
<b>Monetary Costs</b>	Once a Filing Fee is approved by the Graduate Division, the student is assessed the fee to her/his BruinBill account.	Students shall be assessed the following fees while registered <i>in absentia</i> : <ul style="list-style-type: none"> <li>15 percent of the combined Tuition and Student Services Fee.</li> <li>The full health insurance fee.</li> <li>Nonresident supplemental tuition, if applicable.</li> <li>Any professional fees, if applicable.</li> <li>Students do not pay campus based fees.</li> </ul>	Student refunds of registration fees are calculated based on calendar days, beginning with the first day of instruction. The effective date for determining a refund of fees is the date the completed form is submitted to the Graduate Division.	Student refunds of registration fees are calculated based on calendar days, beginning with the first day of instruction. The effective date for determining a refund of fees is the date the completed form is submitted to the Graduate Division.
<b>Continued Services</b>	<ul style="list-style-type: none"> <li>May use the Library and/or Recreation Center by paying a public user fee.</li> <li>May have access to the UCLA Early Care and Education (ECE) program. Eligibility while on Filing Fee is determined on a case-by-case basis.</li> </ul>	Students who register <i>in absentia</i> are eligible to: <ul style="list-style-type: none"> <li>Receive a fellowship.</li> <li>Continue to hold a GSR appointment.</li> <li>Able to have access to all benefits associated with their student health insurance plan.</li> <li>Maintain library borrowing privileges</li> </ul>	<ul style="list-style-type: none"> <li>May use the Library and/or Recreation Center by paying a public user fee.</li> <li>May request voluntarily UC SHIP.</li> <li>May have access to the UCLA Early Care and Education (ECE) program. Eligibility while on a leave of absence is determined on a case-by-case basis.</li> <li>BruinOnline Services.</li> </ul>	N/A
<b>Suspended Services</b>	<ul style="list-style-type: none"> <li>Financial support (fellowships, financial aid, grants)</li> <li>Student bus privileges</li> <li>Parking</li> <li>BruinOnline Services</li> <li>Eligibility for student housing may be affected. Students living in campus housing should check with the Office of Housing and Residential Services.</li> <li>UCSHIP Coverage</li> </ul>	<ul style="list-style-type: none"> <li>Cannot hold TA, Reader, or Tutor positions while on <i>In Absentia</i> status.</li> <li>Students paying the reduced <i>in absentia</i> fee who enroll and pay fees at non-UC institutions will not qualify for additional University of California need-based aid.</li> <li>Eligibility for student housing may be affected. Students living in campus housing should check with the housing office.</li> </ul>	<ul style="list-style-type: none"> <li>Financial support (fellowships, financial aid, grants)</li> <li>University employment</li> <li>Student bus privileges</li> <li>Parking</li> <li>Eligibility for student housing may be affected. Students living in campus housing should check with the housing office.</li> </ul>	Student services no longer apply after a student has withdrawn from the University.

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<b>Return/ Re- Admission</b>	<p>If a student did not complete their final degree requirements during the quarter in which they paid the Filing Fee, they will need to apply for readmission to their program. Upon readmission, they will need to register and enroll in order to complete their degree. They will no longer be eligible for a Filing Fee. A Filing Fee may be used only once during graduate status except in unusual circumstances when used sequentially in Summer and Fall terms.</p>	<ul style="list-style-type: none"> <li>▪ A student, who applies for <i>in absentia</i> but had no status at the University during the previous academic term, must apply first for readmission to his/her graduate program. Requests will be reviewed after a student has been readmitted.</li> <li>▪ Students who are returning to the University after an absence of two or more consecutive terms must submit another Statement of Legal Residence (SLR) form to the Registrar’s Office to have their registration fees assessed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A formal application for readmission is not required for students who are returning from an official leave of absence.</li> <li>▪ Students who are returning to the University after an absence of two or more consecutive terms must submit another Statement of Legal Residence (SLR) form to the Registrar’s Office to have their registration fees assessed.</li> </ul>	<p>Individuals, who were previously registered at any time as a graduate student at UCLA, whether having completed a graduate program or not, must apply for admission or readmission online.</p>

For more information, please visit: <https://grad.ucla.edu>

**Filing Fee:** <https://grad.ucla.edu/academics/graduate-study/filing-fee-application>

***In Absentia:*** <https://grad.ucla.edu/academics/graduate-study/in-absentia-registration-petition-for-graduate-students>

**Leave of Absence:** <https://grad.ucla.edu/academics/graduate-study/leave-of-absence-request>

**Withdrawal:** <http://www.registrar.ucla.edu/Portals/50/forms/withdrawal.pdf>