UCLA Division of Graduate Education

Graduate Student Status Comparison

Filing Fee, *In Absentia* Registration, Part-Time Enrollment, Leave of Absence, Withdrawal

Updated February 2025
Office of Academic and Postdoctoral Services

	Filing Fee	*In Absentia* Registration	Part-Time Enrollment	Leave of Absence	Withdrawal
Reasons	• Eligible students pay a Filing Fee instead of tuition and fees in order to file their thesis/dissertation, complete their comprehensive exam or submit their capstone in their final quarter when the degree is awarded.	• Full-time students with an academic need to conduct research 100 miles or more away from UCLA for at least one full term may do so if the research is directly related to their degree, requires indirect supervision, and involves no significant in-person collaboration with UC faculty or UC resources.	• Occupation, • Family Responsibility, • or Health.	• Family Obligations, • Parenting, • Medical, • Emergency, • Military, • Outside Employment, • or Financial Hardship.	• Registered students wishing to discontinue coursework and leave the University during the current quarter.
Eligibility	• The student must have been enrolled in the previous quarter and advanced to candidacy at least one quarter before using the Filing Fee. • All degree requirements, except for filing the thesis/dissertation or taking the final exam, must be completed before classes start. • During the Filing Fee quarter, only stylistic and typographical changes to the thesis/dissertation are allowed, or faculty may only assess/grade the master's comprehensive exam or capstone project.	• Full-time student in good academic standing (3.0 GPA). • Doctoral students must have advanced to candidacy. • Master's/professional students must have completed one year of coursework. • Self-supporting program students are **not** eligible.	• Registered and enrolled students in good academic standing (3.0 GPA). • Doctoral students who have passed qualifying exams or advanced to candidacy, and students in self-supporting professional programs, are **not** eligible.	• Students must have completed at least one quarter of academic residence. • Registered and enrolled students in good academic standing (3.0 GPA). • Those completing coursework, conducting research or writing their thesis/dissertation during the requested quarter are **not** eligible.	• Registered and enrolled and/or on PAID status in the current quarter. • Eligible students not under disciplinary disqualification are entitled to an honorable withdrawal.
Duration	• Students must complete remaining degree requirements between the end of the previous quarter and the end of the Filing Fee quarter. This includes submitting a thesis/dissertation with committee approvals or a comprehensive exam/capstone project report.	• Doctoral students: Up to 2 years (6 quarters), with possible renewal after the first year. • Master's students: Up to 1 year (3 quarters). • *In Absentia* Registration applies to Fall, Winter, and Spring quarters only.	• May be requested from the first quarter of graduate studies. • A maximum of 1 year (3 quarters) is allowed, with possible exceptions up to 6 quarters total. • Part-Time Enrollment applies to Fall, Winter, and Spring quarters only.	• Maximum of 3 quarters. Exceptions for additional quarters may be reviewed. • Leave of Absence applies to Fall, Winter, and Spring quarters only.	• Graduate students who fail to register or submit a withdrawal notice are considered withdrawn and must apply for readmission.
Deadlines	• **Academic Terms:** Tuesday of Week 1 • **Summer Terms:** 8 business days prior to the last day of Summer Session C	• One week prior to the beginning of each quarter	• Friday of Week 2	• Friday of Week 2	• Friday of Week 10

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Monetary Costs	• Once approved, the Filing Fee is assessed to the student's BruinBill account. • The fee is equal to the university student services fee.	• 15% of combined Tuition and Student Services Fee, • Full health insurance fee, • Full nonresident supplemental tuition (if applicable), • Any professional fees (if applicable). • Campus-based fees are not charged.	• Full Student Services Fee, • 50% of Tuition, • 50% of nonresident supplemental tuition (if applicable), • 50% of professional fees (if applicable).	• Refunds of registration fees are calculated from the first day of instruction. See the Registrar's Office **Refund Schedules**. • The refund date is based on when the completed form is submitted.	• Refunds of registration fees are calculated from the first day of instruction. See the Registrar's Office **Refund Schedules**. • The refund date is based on when the completed form is submitted.
Continued Services	• May use the library and recreation center by paying a public user fee. • Access to UCLA Early Care and Education program is determined case-by-case while on Filing Fee.	• Receive a fellowship, • Hold a GSR appointment, • Student health insurance benefits, • Library privileges, • BruinOnline Services.	• Maintain university housing residency, • Hold GSR/ASE appointments up to 25% of the maximum for full-time students, • Student health insurance benefits, • Campus and library privileges, • BruinOnline Services.	• May use the library and recreation center) by paying a public user fee. • Access to UCLA Early Care and Education program is determined case-by-case while on leave of absence. • BruinOnline Services. • Must opt-in to voluntary student health insurance.	• All student services end once a student withdraws from the University.
Suspended Services	• Financial support (fellowships, financial aid, grants), • BruinBus and Commuter/Bruin Grad Pass privileges, • Parking, • BruinOnline Services, • UCSHIP coverage. • Eligibility for student housing may be affected – check with the Office of Housing and Residential Services.	• TA, Reader, or Tutor appointments, • UC need-based aid. • Eligibility for student housing may be affected – check with the Office of Housing and Residential Services.	• Eligibility for financial aid and fellowships may be affected. • University fellowships require full-time enrollment. • For extramural fellowships, follow sponsor guidelines. • Part-time enrollment often affects student loan deferment eligibility.	• Financial support (fellowships, financial aid, grants), • University Student Employment, • BruinBus and Commuter/Bruin Grad Pass privileges, • Parking. • Eligibility for student housing may be affected – check with the Office of Housing and Residential Services.	• All student services end once a student withdraws from the University.
Return / Re-admission	• If a student does not complete final degree requirements during the Filing Fee quarter, they must apply for readmission and register and enroll to complete their degree. • Filing Fee eligibility is forfeited for future terms as it may only be used once, except in unusual cases when used sequentially in Summer and Fall terms.	• Students applying for *in absentia* status without prior term enrollment must first apply for readmission to their graduate program. • Requests are reviewed after readmission.	• Students applying for Part-Time Enrollment without prior term enrollment must first apply for readmission to their graduate program. • Requests are reviewed after readmission.	• Formal readmission application is not required for students returning from an official leave of absence. • Students returning after an absence of two or more consecutive terms must submit a Statement of Legal Residence (SLR) form to the Registrar's Office for fee assessment.	• Individuals previously registered as graduate students at UCLA, whether they completed a program or not, must apply for readmission.