

# Cornell University Graduate School

143 Caldwell Hall  
Ithaca, NY 14853-2602

Date \_\_\_\_\_

## IN ABSENTIA PETITION

### General Information

#### Purpose

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In absentia status provides an opportunity for graduate students to engage in approved study in a location at least 100 miles away from the university's Ithaca campus during the academic year while continuing to work under the guidance of the special committee. Provided the proposed arrangement enhances the student's program of study, the student may earn registration units. Students studying in absentia are eligible for fellowships, assistantships, student health insurance, and educational loans. (In absentia status lasts for the academic year only. There is a separate form for summer registration.) In Absentia status will not approved for immigration or financial issues.

#### Requirements

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To register for in absentia status, you must ensure that the following requirements have been satisfied.

1. Receive approval from the special committee and your field's director of graduate studies.
2. Submit an in absentia petition to the Graduate School by **November 1 for the Spring Semester and by June 15 for the Fall Semester**.
3. Register your travel with Cornell International Travel Registry at <https://travelregistry.cornell.edu/> (required for travel outside the US).
4. Elect enrollment in SHIP. Please. To enroll in SHIP, you MUST contact Student Insurance at [studentbenefits@cornell.edu](mailto:studentbenefits@cornell.edu) for an enrollment form, which can be emailed to you. Students are not automatically enrolled in SHB while in absentia regardless of their funding source.
5. Clear all bursar account balances prior to the first day of classes.
6. For international students: It is your responsibility to update your address with the International Students and Scholars Office. For more details, please see [www.isso.cornell.edu/about/addresschange.php](http://www.isso.cornell.edu/about/addresschange.php).

#### Fees

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Students who will be in absentia for the full semester are charged \$200 tuition and, if elected, the optional Student Health Insurance Plan (SHIP) premium.

#### Deadlines

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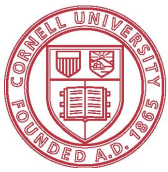
In absentia petitions are due June 15 for the fall semester and November 1 for the spring semester. Petitions submitted after the deadline are subject to a late registration fee and applicable finance charges. All Bursar accounts must be settled prior to the first day of classes, and you should provide the Bursar's Office with an updated billing address for the in absentia period.

#### Regulations (Excerpted from the Code of Legislation of the Graduate Faculty)

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- A Ph.D. student shall have earned at least two registration units, while registered for that degree program in the Graduate School, in fulltime study either on the Ithaca campus or at a satellite location, to be eligible for work in absentia. A Ph.D. student may not earn more than two units toward the fulfillment of the minimum registration unit requirement for work in absentia.
- A master's degree student shall have earned at least one registration unit, while registered for that degree program in the Graduate School, in full-time study either on the Ithaca campus or a satellite location, to be eligible for in absentia registration. A master's student may not earn more than one unit toward the fulfillment of the degree's minimum registration unit requirement for work in absentia.
- A student may register in absentia with the Graduate School for no more than a total of eight semesters.
- Non-degree students are not eligible for in absentia status, except for the Dietetic Intern program.
- The same limitations on employment apply for in absentia students as for on-campus students.
- Semesters registered in absentia count towards the Time to Degree regulation.

**Please note:** In absentia status is not automatically extended. To extend in absentia status, a new petition justifying the need for the extension must be submitted. Also the study plan must include what research has been completed and what research still needs to be done.



Dean's Decision
Approved \_\_\_\_\_
Denied \_\_\_\_\_

IN ABSENTIA PETITION

Checklist:

- Study Plan: Outline the project to be undertaken while in absentia.
Documentation: Support your request with documentation.
Travel Registration - Required for travel outside the U.S.
Correct signatures: In absentia forms may not be signed by proxies.
Correct format and submission: All information on this form, excluding signatures, should be printed or typed.

BIOGRAPHICAL INFORMATION

Form fields for biographical information: Cornell ID number, NetID, E-mail address, Last name, First name, Middle initial, Academic program, Degree program, May, August or December conferral?

TERMS FOR WHICH IN ABSENTIA STATUS IS REQUESTED

Extension \_\_\_\_\_ or First time request \_\_\_\_\_ Which terms are you petitioning for: Fall 20\_\_\_\_ Spring 20\_\_\_\_

SOURCE OF IN ABSENTIA TUITION

Self Other (please specify): \_\_\_\_\_

COMMITTEE SIGNATURES OF APPROVAL

Table for committee signatures with columns for name, NetID, signature, and date. Rows include Special Committee Chair, three Special Committee members, Director of Graduate Studies, and GFA or Administrative Mgr.

CHECKLIST COMPLETE, STUDENT ACCEPTANCE STATEMENT AND SIGNATURE

Student signature \_\_\_\_\_ Date \_\_\_\_\_