



Cornell University Graduate School

143 Caldwell Hall
Ithaca, NY 14853-2602

IN ABSENTIA PETITION

Form R5

BEFORE YOU BEGIN

GENERAL INFORMATION

Purpose

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 is for the academic year only. There is a separate form for summer registration.)

Requirements

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

1. Receive approval from the Special Committee and Field Director of Graduate Studies
2. Submit an in absentia petition to the Graduate School by Nov. 15 for the spring semester and by June 15 for the fall semester.
3. Students registered in absentia will be enrolled automatically in the Student Health Insurance Plan (SHIP). If you wish to waive the SHIP, submit the In Absentia Waiver for the Student Health Insurance Plan to the Student Insurance Office by Aug. 30 for Fall in absentia or Feb. 28 for Spring in absentia. You must read the form to understand the requirements necessary to be eligible for the waiver. This form is available at the Graduate School and at Gannett Health Center. You can also have the form e-mailed to you by contacting Gannett at sicu@cornell.edu or find the form online at www.gannett.cornell.edu/student_insurance/shipreg_inabsentia.htm.
4. Clear all bursar account balances prior to the first day of classes. If you wish to waive the SHIP, you must notify the Bursar's Office by the first day of classes so that they can release you for registration while the waiver is pending.
5. For international students, it is the student's responsibility to update their address with the International Students and Scholars Office. For more details please see www.isso.cornell.edu/about/addresschange.php.

Fees

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

Deadlines

In absentia petitions are due June 15 for the fall semester and Nov. 15 for the sprint semester. Students should settle Bursar accounts prior to the first day of classes and should provide the Bursar's Office with their billing address for the absentia period.

REGULATIONS

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

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.

The same limitations on employment apply for in absentia students as for on-campus students.



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Date _____

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INSTRUCTIONS

- ♦ A one-page proposal from the student is required to support the *in absentia* request. The proposal should include an explanation of the resources to be drawn on while *in absentia* and not available at Cornell. Where applicable, a statement from the host institution is also required.
- ♦ *In absentia* forms may **not** be signed by proxies; the Special Committee and DGS must personally sign this form to vouch that the proposal as presented is an accurate reflection of the student's plans.
- ♦ In absentia status is **not** automatically extended. To extend in absentia status, a new petition justifying the need for the extension must be submitted. Alternatives to *in absentia* include health leave (HLOA), personal leave and Optional Practical Training/Curricular Practical Training.
- ♦ You must read and sign the bottom of this form for it to be processed. All information on this form, excluding signatures, should be printed or typed. After obtaining the signatures from your committee members and Director of Graduate Studies, submit the completed form to **your Graduate School Student Services Representative, 143 Caldwell Hall.**

BIOGRAPHICAL INFORMATION

Cornell ID number _____ NetID _____ E-mail address _____

Last name _____ First name _____ Middle initial _____ Gender _____

Academic program _____ Degree program _____

IN ABSENTIA STUDY PLANS

Please outline the project to be undertaken while in absentia, including the dates for the proposed study and the location in which the study will be conducted. Attach this information as additional page(s) to this form.

TERMS FOR WHICH IN ABSENTIA STATUS IS REQUESTED

Fall 20____ Spring 20____ Fall 20____ Spring 20____

SOURCE OF IN ABSENTIA TUITION

Self _____ Other (please specify): _____

Do you plan to purchase Cornell University health insurance? Yes No (Please complete the form below)

COMMITTEE SIGNATURES OF APPROVAL

Special Committee Chair name _____ NetID _____ Special Committee Chair signature _____ Date _____

Special Committee member name _____ NetID _____ Special Committee member signature _____ Date _____

Special Committee member name _____ NetID _____ Special Committee member signature _____ Date _____

Special Committee member name _____ NetID _____ Special Committee member signature _____ Date _____

Director of Graduate Studies name _____ NetID _____ Director of Graduate Studies signature _____ Date _____

GFA or Administrative Mgr. name _____ NetID _____ GFA or Administrative Mgr. signature _____ Date _____

STUDENT ACCEPTANCE STATEMENT AND SIGNATURE

Student signature _____ Date _____

Graduate School use only:

Service Indicators	Student Financials	Term History
Student Program/Plan	Submit LOA	Course Enrollment
Approved _____	Denied. Reason: _____	