

## **Policy on departmental payment of In Absentia tuition and fees**

**Approved by the History Department Graduate Committee, 29 May 2018**

Overview:

- > 3 quarters automatic for anyone who qualifies for In Absentia status (note university restrictions)
  - > Additional three quarters of payment if student receives external award (note threshold amounts)
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### **Departmental Payment of In Absentia Tuition and Fees**

Where the Dean of the Graduate Division has approved In Absentia status, the Department will normally pay tuition costs for one academic year (three quarters) of In Absentia status to conduct field research, to take coursework away from campus, or to hold a residential fellowship that requires residence away from the San Diego area when the student's advisor confirms that holding such a fellowship would be the best course of action for the student to advance toward the degree. This will typically happen when students are conducting primary field research necessary for their dissertations, but In Absentia status may also be available for other field research purposes (e.g., follow-up dissertation field research after a primary field work period).

Students are strongly encouraged to conduct short-term research during the summer, when no tuition payment is required, and when research away from campus will not count toward university limits on In Absentia status and limits on departmental payments of In Absentia tuition costs.

Departmental payment for In Absentia tuition is only available for periods in which a student's research requirements make it necessary to be absent from campus to conduct research, take courses, or hold a residential fellowship as specified above.

Throughout the proposed In Absentia period, the student must actually be collecting research data that are only available away from campus, fulfilling the terms of an out-of-area residential fellowship, or taking courses not available on campus.

Departmental payment for In Absentia status is not available for other purposes (e.g., write-up periods, living/working elsewhere while not actively collecting necessary research data or taking necessary coursework, etc.). For periods of dissertation write-up and other period in which In Absentia status is not appropriate, students must either seek university employment as a Teaching Assistant or Reader, seek extra-departmental funding that may cover tuition costs, or pay tuition costs on their own.

Students considering In Absentia status should carefully review these departmental rules and the university's guidelines on In Absentia status and consult with the History Department Graduate Program Coordinator about policies and procedures.

With any request for In Absentia status, the student's advisor must confirm, in writing, that both (a) the student will be collecting research data and/or taking courses that are only available away from campus, or holding a fellowship that requires residence away from the San Diego area and that would be the best

course of action for the student to advance toward the degree and (b) the In-Absentia period is necessary for the student's research program.

Violations of departmental and/or university rules will result in a student's obligation to pay tuition costs and/or refund to the Department tuition costs paid on the student's behalf.

**First Three Quarters Normally Covered by the Department:** The Department of History will normally pay In Absentia tuition costs for one academic year (or a total of 3 quarters) if the Dean of the Graduate Division has granted In Absentia status.

**Beyond Three Quarters of In Absentia Status Covered Only for Students with Substantial External Awards:** Beyond the first three quarters of In Absentia status, the student will be responsible for paying all In Absentia tuition and fees unless the student has obtained extra-departmental grants or fellowships for field work, course work, or a fellowship requiring residence away from campus totaling at least \$10500.00 or the academic year (or at least \$3500.00 per quarter).

Note: whenever possible, students applying for extra-departmental awards should attempt to obtain funding from the grantor for In-Absentia tuition costs. Such coverage may or may not be available; please consult the rules of the grantor's funding program carefully. Students should include these tuition costs in the student's funding application to the extra-departmental program making the award if such costs are allowable under program rules.

**No Department Payments Beyond Six Quarters of In Absentia Status:** In no case will the department pay In Absentia tuition costs beyond two academic years (six quarters) of In Absentia status.

These limits on support time and the purpose of In Absentia tuition are firm rules; no petitions or requests for exceptions will be considered.