

Graduation in Absentia

If you intend to complete your degree requirements as a non-registered UCLA student through another institution (including UCLA Extension), you must file a request to graduate in absentia.

If you wish to graduate in absentia, you must meet the senior and major residency requirements in addition to your remaining course requirements. Please see the back for more information on residency.

Please be aware that graduating in absentia is not a guaranteed option for all students nor is it necessarily the best choice.

Checklist

 CONSULT WITH YOUR DEPARTMENTAL COUNSELOR

Confirm that any remaining major requirements will be satisfied by your proposed coursework and that you have met the major's residency requirement.

 CONSULT WITH A COLLEGE ACADEMIC COUNSELOR

Confirm that any remaining College requirements will be satisfied by your proposed coursework and that you have met the College's senior residency requirement. Also, confirm that you have reached 180 units overall. Please note that the College of Letters and Science does not accept unit credit from a community college once a student reaches 105 units.

College Counseling Units

College Academic Counseling..... A316 Murphy Hall

Honors.....A311 Murphy Hall

Athletics..... 1st Floor Morgan Ctr., Suite 127

Academic Advancement Program..... 1205 Campbell Hall

 SUBMIT A "DECLARATION OF CANDIDACY FOR THE BACHELOR'S DEGREE / REQUEST TO GRADUATE IN ABSENTIA" FORM TO THE REGISTRAR'S OFFICE

This form is available at 1113 Murphy Hall or can be downloaded from the Registrar's web site at: <http://www.registrar.ucla.edu/forms/absentia.pdf>. It is due before Friday of the second week of the quarter that you have designated as your degree expected term. Please consult with the Registrar's Office as fees may apply.

 OBTAIN CONTACT INFORMATION FOR YOUR DEGREE AUDITOR

If you are completing coursework at another institution (including UCLA Extension), your official transcripts (with grades) must be received by your degree auditor in the Registrar's Office (Attn: Candidacy 1113 Murphy Hall Box 951429 LA, CA 90095) **no later than three weeks** after the end of your degree expected term. Contact your Degree Auditor if you have any questions.

Degree

Auditor: _____

 FOR INTERNATIONAL STUDENTS

Visit the Dashew Center for International Students & Scholars (DCISS) at 106 Bradley International Hall and speak with an DCISS Counselor about your intent to graduate in absentia. Special conditions and restrictions may limit your options.

 FOR EAP & NON-EAP STUDY ABROAD STUDENTS

If your remaining coursework outside of UCLA will be through the Education Abroad Program, please consult with the Honors Programs regarding senior residency. If you are participating in a non-EAP program, you may need to petition the College to waive senior residency.