

UNIVERSITY OF HAWAII AT HILO
Application to Graduate In Absentia

I. Statement

Students wishing to earn their degrees from the University of Hawai'i at Hilo must be enrolled at UHH for their final semester. Under extraordinary circumstances a student may earn their final credits at an institution other than UHH and, upon official transfer of these credits back to UHH, graduate with their degree from UHH. This practice is called graduation *in absentia*. A student must demonstrate a compelling personal reason to graduate *in absentia*, and must complete this form and return it to the appropriate college dean.

Graduation *in absentia* is not automatic nor is it a right of students. In order to be eligible to be considered for graduation *in absentia*, a student must meet all of the conditions specified under Section II of this application.

II. Guidelines

- a. Students may take no more than fifteen (15) semester credits on an *in absentia* basis unless one of the following conditions is met:
 - a-1. The student's final semester is part of a student exchange program.
 - a-2. The student's final semester is part of an officially sponsored and recognized internship or cooperative learning experience.
- b. Students must have the prior approval of their academic advisor and department head for both permission to graduate *in absentia* and for a specification of courses/credits to be taken. **Catalog descriptions of all courses listed on this application MUST be attached.** In addition, the advisor must pre-approve the institution from which the credits will be earned.
- c. The institution from which the credits will be taken must be an accredited institution of higher education.
- d. Students must be in good academic standing with a declared major.
- e. Except for fifteen (15) or fewer credits in which they intend to enroll, students must have fulfilled all degree requirements including campus residency requirements.
- f. Students must submit a graduation application and fee to the UHH Records Office in a timely manner.
- g. Students must officially transfer the credits back to UHH in a timely manner - i.e., such credits must be transferred back to UHH no later than the UHH Records Office deadline for graduation certification of the term of completion.

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III. Application (Must be typed)

Name: _____ Student I.D. Number _____

Mailing Address: _____

E-mail: _____ Phone: (____) _____

Major(s): _____ Minor(s): _____ Certificate(s): _____

Institution from which credits will be taken: _____

Semester/year in which courses will be completed: _____

Reason(s) why permission to graduate in absentia is sought: _____

Courses to be completed (use separate sheet if necessary):

Alpha/Number	Course Title	Credit Hours	Semester/ Year	UH Hilo Major, Minor, GE or Graduation requirement met

Academic Advisor Approval:

 (print name) (signature) Date: _____

Department Chairperson Approval:

 (print name) (signature) Date: _____

CAS Dean Approval:

 (print name) (signature) Date: _____