



I. Definition

Students wishing to earn their degrees from the University of Hawai'i at Hilo must be enrolled at UH Hilo for their final semester. Under extraordinary circumstances a student may earn their final credits at an institution other than UH Hilo and, upon official transfer of these credits back to UH Hilo, graduate with their degree from UH Hilo; 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. Procedures

1. Students may take no more than fifteen (15) semester credits on an *in absentia* basis unless one of the following conditions is met:
 - a. The student's final semester is part of a student exchange program.
 - b. The student's final semester is part of an officially sponsored and recognized internship or cooperative learning experience.
2. Students must have the prior approval of their academic advisor and department chair 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.
3. The institution from which the credits will be taken must be an accredited institution of higher education.
4. Students must be in good academic standing with a declared major.
5. Except for fifteen (15) or fewer credits in which they intend to enroll, students must have fulfilled all degree requirements including campus residency requirements.
6. Students must submit a graduation application and fee to the UH Hilo Office the Registrar in a timely manner.
7. Students must officially transfer the credits back to UH Hilo in a timely manner, i.e., such credits must be transferred back to UH Hilo no later than the UH Hilo Office of the Registrar deadline for graduation certification of the term of completion.



UNIVERSITY
of HAWAII

HILO

APPLICATION TO GRADUATE IN ABSENTIA

Office of the Registrar / 200 West Kawili St. Hilo, HI 96720-4091 / Student Services Building, First Floor Rm E-101 / Phone: (808) 932-7447 / Fax: (808) 932-7448 / E-mail: uhro@hawaii.edu

SECTION I: Student Information

Student Name: _____ Student ID: _____

Email: _____@hawaii.edu Phone: _____

Major/Minor/Certificate: _____
(Include option(s), concentration and/or emphasis as appropriate)

Student Signature: _____ Date: _____

SECTION II: Course and Term Information

Course Substitution:

Intended semester and year of graduation: _____

Institution from which credits will be taken: _____

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

Course substitutions (must attach copies of catalog descriptions for proposed coursework):

Course alpha, number & title	Credits	UHH course/requirement
_____	_____	for _____
_____	_____	for _____
_____	_____	for _____
_____	_____	for _____
_____	_____	for _____

SECTION III: Approvals

Print Name

Signature

Date

Faculty Advisor: _____

Program/Dept. Chair: _____

College Dean: _____

FOR OFFICE OF THE REGISTRAR USE ONLY:

SHADGMQ _____ VA STAR SGASADD Date: _____ Initials: _____