

## PETITION FOR REDUCED FEE PART-TIME

**STUDENT**

Please read page 3-4 regarding the policy on Reduced Fee Part-Time. Ensure all fields are complete with the appropriate signatures and dates, then submit it to the Graduate Division ([gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu)) for approval by the Graduate Dean. International students must obtain approval from the SEVIS/Visa Coordinator.

**\*To be effective for the current academic semester, this petition MUST be received by the Graduate Division prior to the start of instruction for that semester.**

Student Name: \_\_\_\_\_  
Last First Student ID Number

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current School:  School of Engineering       School of Natural Science       School of Social Sciences, Humanities & Arts

Current Degree:  MA    MS    MM    PhD      Current Program: \_\_\_\_\_

**REDUCED FEE PART-TIME**

Complete this section prior to forwarding this petition to your program. You **must** attach a separate memo of support from your Faculty Graduate Advisor.

**I wish to begin part-time status:**       Fall    Spring      \_\_\_\_\_(year)

My final semester on part-time status will be:       Fall    Spring      \_\_\_\_\_(year)

**MAXIMUM OF TWO CONSECUTIVE PART-TIME SEMESTERS MAY BE REQUESTED**

Primary reason for request:    Health       Family Responsibility       Occupation

Brief Explanation (attach additional pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

For the semester I'm requesting part-time status, I am/will be: (check all that apply)

- Enrolled in      units (1-6 units)
- Receiving funding support or employed in any capacity at UCM (TA, GSR)
- Not receiving funding support or employed in any capacity at UCM

**I wish to cancel my part-time status\*** and resume full-time study starting:  Fall       Spring      \_\_\_\_\_(year)

\*No additional signatures from the department and/or international center needed.

**STUDENT SIGNATURE**

\_\_\_\_\_ (Print name)

\_\_\_\_\_ (Sign)

\_\_\_\_\_ Date

## PETITION FOR REDUCED FEE PART-TIME

### SCHOOL

Please complete the section below and add any supporting comments. Return the form to the student or forward it to the Graduate Division ([gradservices@ucmerced.edu](mailto:gradservices@ucmerced.edu)).

APPROVED       NOT APPROVED

\_\_\_\_\_  
Graduate Advisor (Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Group Chair (Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INTERNATIONAL CENTER

International students who are eligible to petition for part-time status **must** obtain approval from the SEVIS/Visa Coordinator in order to update their visa status.

APPROVED       NOT APPROVED

\_\_\_\_\_  
SEVIS/Visa Coordinator (Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

### GRADUATE DIVISION

APPROVED       NOT APPROVED

\_\_\_\_\_  
Dean of Graduate Division

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

## Policy on Part-time Enrollment

In most instances, completion of an advanced degree at UC Merced requires full-time study. However, UC Merced recognizes that a legitimate need may exist for part-time study, and, therefore, is committed to facilitating these opportunities whenever academically feasible. In some cases the Graduate Dean will approve part-time status for terminal master's degree candidates when part-time study has been judged academically feasible by the faculty and approved by UC Merced's Graduate Council. Upon recommendation by the Graduate Group, students admitted to a Ph.D. program may be approved for part-time status by the Graduate Dean on an *ad hoc* basis for up to two consecutive academic year semesters. Requests for part-time status must be submitted in writing to the Graduate Dean and signed by the Graduate Group Chair and the graduate student's Faculty Advisor.

UC Merced policy defines part-time enrollment at the graduate level during the academic year as enrollment in one (1) to eleven (11) units per semester. Within the guidelines and limitations listed below, graduate students may petition for part-time status:

- Students enrolling in 7-11 units: The student needs to have an approved petition for parttime status from the Graduate Dean. Students approved for 7-11 units shall pay 100% of full-time Resident Tuition, the full cost for all other student fees (i.e. student services, health services, transportation), and 100% of the Non-resident Supplemental Tuition (if applicable).
- Students enrolling in 1-6 units: The student needs to have an approved petition for parttime status from the Graduate Dean. Only students who receive an approved part-time petition from the Graduate Dean for 1-6 units are eligible for the reduced tuition. If approved, students shall pay one-half of full-time Resident Tuition, the full cost for all other student fees (i.e. student services, health services, transportation), and one-half of the Non-resident Supplemental Tuition (if applicable).

If a student requesting part-time status and is concerned about their financial aid loan eligibility, they should visit the Financial Aid Office and/or the Student's First Center prior to requesting part-time status to discuss the full implications of reducing their unit enrollment. Non-residents who have advanced to candidacy, and are already receiving a waiver of NRST, will not receive any additional reductions in their tuition costs.

### **2.1 Guidelines to Establish Part-Time Eligibility**

- a) The student must meet the standards for part-time study as described in this document.
- b) A completed Petition for the Reduced Fee/Part-Time form and a memo of support from the Faculty Advisor must be submitted to the Graduate Division. The memo should be a self explanatory document, in that it should include sufficient detail to allow the Graduate Dean to evaluate independently the need for, and feasibility of, part-time status for the graduate student. The minimal elements to include in the support memo are:
  - 1) a brief explanation of the need for the part-time status request
  - 2) a statement of how part-time status might impact the student's progress toward degree, and steps to be taken to minimize any negative impact; and
  - 3) an indication of when part-time status would, if approved, begin and end (e.g., Fall 20XX -Spring 20XX).
- c) To be effective for that academic semester, the Petition must be received by the Graduate Division for approval by the Graduate Dean prior to the start of instruction for that semester.
- e) Office of International Affairs prior to submitting a request to the Graduate Division.

## 2.2 Part-Time Limitations and Related Policies

- a) Purpose: Unless enrolled in an approved part-time master's degree program, approval of part-time enrollment status may be granted only for reasons of occupation, family responsibilities, health, or professional development.
- b) Fellowships: All University fellowships require full-time enrollment in 12 units of graduate level courses. For extramural fellowships, students must refer to and adhere to the individual agency guidelines established by the sponsor.
- c) Academic Appointments: Part-time status may affect academic appointments/employment. Please see Section IV (Academic Appointments and Graduate Student Employment) herein for more information.
- d) Student Loans: All students considering applying for part-time status should be cautioned that, in most instances, they will no longer be eligible for deferment of student loan repayment obligations. It is the student's responsibility to discuss the matter with his or her loan agency.
- e) Maximum Time: Petitions for part-time status may be requested for a maximum of two consecutive semesters. To continue after a second consecutive semester on part-time status, the student must submit a new petition. The completed Petition for Reduced Fee Part-Time Petition must be submitted prior to the start of instruction for that semester to Graduate Division.
- f) Enrollment Limits: If the student who pays the reduced tuition exceeds the approved part-time enrollment limit of seven units at any point in any semester for which part-time status is requested and approved, the student will be billed by UC Merced for the balance of the respective semester's full-time student fees (including Non-Resident Supplemental Tuition, if applicable) and will not be permitted to register for a subsequent semester until those required fees are paid in full.
- g) International Students: Ordinarily, international graduate students are not eligible for part-time enrollment because of overriding federal regulations governing student visa status. International students who are eligible to petition for part-time status are required to obtain written approval from the Office of International Affairs prior to submitting a request to the Graduate Division.