



## PETITION FOR REDUCED FEE PART-TIME

### STUDENT

This petition must be completed, signed and submitted to the Graduate Division for approval by the Dean. Please read the policy regarding Reduced Fee Part-Time status on page 3. You must obtain all appropriate signatures and dates. **International students must obtain approval from the SEVIS/Visa Coordinator for Reduced Fee Part-Time.**

**\*To be effective for the current academic semester, this petition MUST be received by the Graduate Division no later than the Wednesday of the third week of classes. There are no exceptions to this deadline.**

Student Name: \_\_\_\_\_  
Last
First
Middle
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  PhD Current Major: \_\_\_\_\_

### REDUCED FEE PART-TIME

Complete this section prior to forwarding this petition to your School. 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 (1-7 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

Student Name: \_\_\_\_\_

## SCHOOL

Please complete this section. You may add comments below. Return this form to the student or forward it to the Graduate Division.

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 UCM requires full-time study. However, UCM recognizes that a legitimate need may exist for part-time study, and, therefore, is committed to increasing these opportunities whenever academically feasible. Principally, part-time status applies to enrollment in part-time master's degree programs. In some cases the Graduate Dean will approve part-time status for terminal master's degree candidates, where part-time study has been judged academically feasible by the faculty and approved by UCM's Graduate Council. However, on the recommendation of the Graduate Group, students admitted to a Ph.D. program may be approved by the Graduate Dean for part-time status 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.

UCM policy defines part-time enrollment at the graduate level during the academic year as enrollment in one to seven units, including enrollment in Physical Education classes. Within the guidelines and limitations listed below, graduate students may petition for part-time status. If approved, students shall pay UCM the full Registration Fee, all student activities fees, health insurance (i.e., GSHIP) fees, one-half the prevailing Educational Fee, and one-half the Non-resident Tuition Fee (if applicable). Non-residents who have advanced to candidacy, and are already receiving a reduced tuition rate, will not receive any additional reductions in their tuition costs.

### **A. Guidelines to Establish Part-Time Eligibility**

- 1) The student must meet the standards for part-time study as described in this document.
- 2) A completed petition for the *Reduced Fee Part-Time Study Program* (available for download from <http://graduatedivision.ucmerced.edu/>), approved by the Graduate Group Chair, and a memo from the Graduate Advisor in support of the request MUST be submitted to the Graduate Division. The memo of support 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:
  - a) a brief explanation of the motivation for the part-time status request
  - b) 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
  - c) an indication of when part-time status would, if approved, begin and end (e.g., Fall 2006 -Spring 2007).
- 3) To be effective for that academic semester, the Petition MUST be received by the Graduate Division for approval by the Graduate Dean no later than the Wednesday of the third week of classes. **There are no exceptions to this deadline.**

### **B. Part-Time Limitations and Related Policies**

- 1) **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.
- 2) **Citizenship:** Ordinarily, graduate students who are not citizens or permanent residents of the United States 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 by the SEVIS/Visa Coordinator prior to submitting a request to the Graduate Division.
- 3) **Fellowships:** All University fellowships require full-time enrollment in graduate level courses. For extramural fellowships, students must refer to and adhere to the individual agency guidelines established by the sponsor.
- 4) **Academic Appointments:** Part-time status may affect academic appointments/employment. Please see Section IV (Academic Appointments and Graduate Student Employment) of the Graduate Advisor's Handbook.
- 5) **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.
- 6) **Student Housing and Other Services:** Part-time status may affect eligibility for student services, including student housing. Students living on-campus who are also interested in part time status should check with their housing office.
- 7) **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 deadline for submission of the completed Part Time petition to the Graduate Division is always the Wednesday of the third week of classes.
- 8) **Enrollment Limits:** If the student exceeds the approved part-time enrollment limit of seven units (including Physical Education classes) at any point in any semester for which part-time status is requested and approved, the student will be billed by UCM for the balance of the respective semester's full-time student fees (including non-resident tuition, if applicable) and will not be permitted to register for a subsequent semester until those required fees are paid in full.