



Office of Graduate Studies

Graduate Division
(Attn: Sheree McPeak)
120 Aldrich Hall, Zot 3180
(949) 824-4611
ogs@uci.edu

REDUCED FEE PART-TIME STUDY PROGRAM (8 units or less)

PETITION FOR GRADUATE STUDENTS

STUDENT

Complete this section first, and then forward this petition to your home departmental office. Doctoral students are required to attach a separate memo of support from the Faculty Graduate Advisor for your department (see p. 3, section a. 2 for memo content guidelines). Domestic students may apply for up to a maximum of three consecutive quarters of part-time status at a time. Once approved, submit this original form (and the support memo, if a doctoral student) to the Graduate Division. The deadline for submission of this request is noon on Wednesday of the third week of classes during the quarter in which part-time status is to begin. To avoid late registration charges, please pay your ZOT bill before the fee payment deadline even if you have not been approved for part-time status yet. You will be notified via e-mail when approved.

INTERNATIONAL STUDENTS: Due to specific visa requirements, international students are required to have the International Center (3800 Berkeley Place) complete the "International Center" section on the second page of this form prior to submitting this request for final approval in the Graduate Division. You may only apply for one quarter at a time.

Student Name: _____ Student ID Number: _____
Student Phone: (____) _____ Student e-mail address: _____
Home Department: _____ School: _____
Degree Objective (check one): [] Doctoral [] Master's [] Teacher Credential Program

I wish to begin part-time status: [] Fall [] Winter [] Spring _____ Year
My final quarter on part-time status will be: [] Fall [] Winter [] Spring _____ Year
TOTAL NUMBER OF CONSECUTIVE PART-TIME QUARTERS REQUESTING (3 or less): _____
Primary reason for request: [] Health [] Family Responsibility [] Occupation
Brief Explanation: _____
For the quarters that I am requesting part-time status, I am/will be: (check all that apply)
[] Enrolled in 1 to 8 units [] Receiving funding support or employed in any capacity (e.g. as TA, GSR, staff, etc.) at UCI
[] Enrolled in more than 8 units [] Not receiving funding support or employed in any capacity at UCI
[] Not enrolled in any units
I wish to cancel my part-time status* and resume full-time study starting: [] Fall [] Winter [] Spring _____ Year
* No additional signatures from the department and/or international center needed.

Signing this form indicates that I have read and understand all four pages of this form.

STUDENT SIGNATURE: _____ DATE: ____ / ____ / ____

(continued on next page)

Departmental Faculty Grad. Advisor Initials: []

Part-time Study Request for _____, _____
(Student Last Name) (First Name)

DEPARTMENT Please complete this section and return the form to the student. Requests from doctoral students must include a separate memo from the Departmental Faculty Graduate Advisor indicating support for the Part-time request (see p. 3, section a.2 for memo content guidelines).

- APPROVED
- NOT APPROVED

Departmental Faculty Graduate Advisor (print name, then sign) _____ Date
(NOTE: Please initial box on p. 1, lower right corner, and attach support memo if request is from a doctoral student)

Associate Dean _____ Date
(Required for: Biological Sciences, Engineering, Humanities, Social Ecology, Social Science & ICS)

INTERNATIONAL CENTER International Students only: Per policy (see p. 4, section b.2), please obtain approval from UCI's International Center (3800 Berkeley Place), then forward the completed form to the Office of Graduate Studies (120 Admin. Attention: Sheree McPeak).

- APPROVED
- NOT APPROVED

International Student Advisor (print name, then sign) _____ (_____) _____ Date
(phone extension)

OFFICE OF GRADUATE STUDIES

- APPROVED
- NOT APPROVED

Graduate Dean (or designate) _____ Date

FRONT DESK

- FEES NOT PAID
- FEES PAID

ROUTING NECESSARY: No; Yes

If "Yes,"
Employment Issues Reviewed _____ (initials) _____ Date
Fellowship/Financial Issues Reviewed _____ (initials) _____ Date

Administrative Notes:

Part-Time Enrollment/Registration

In most instances completion of an advanced degree at UCI requires full-time study. However, UCI recognizes that a legitimate need may exist for part-time study, and, therefore, is committed to accommodating this need wherever 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 and students in credential programs, where part-time study has been judged academically feasible by the faculty and approved by UCI's Graduate Council. The only UCI doctoral programs approved for part-time status are the Ed.D. programs. However, on the recommendation of an academic unit, students enrolled in another doctoral program may be approved by the Graduate Dean for part-time status on an *ad hoc* basis for up to a maximum of three consecutive quarters during their entire graduate tenure.

Requests for part-time status must be submitted in writing to the Graduate Dean and approved by the Departmental Faculty Graduate Advisor (some schools require, in addition, the signature of the Associate Dean for Graduate Studies in the academic unit). See Guidelines to Establish Part-Time Eligibility below for details on how to request Part-time Status.

UCI policy defines part-time enrollment at the graduate level during the academic year as enrollment in one to eight 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 UCI 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. Students on part-time status, if applicable, will pay only one-half of the Professional School Student Fee. (**NOTE:** The Professional School Fee is not applicable for students in the EMBA, FEMBA, or HCEMBA programs in the Graduate School of Management.)

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 Program**, approved by the Departmental Faculty Graduate Advisor (and Associate Dean, if required by your school), and, if a doctoral student, a memo from the Departmental Faculty Graduate Advisor in support of the request must be submitted to the Graduate Division. (Petitions may be obtained in person from the Graduate Division, or downloaded from <http://www.rgs.uci.edu/grad/students/forms.htm>) 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 2005 - Spring 2006) and comments on previous use of part-time status by this student.
3. The completed part-time form (including the memo of support if a doctoral student) must be received by OGS for approval by the Graduate Dean no later than Noon on Wednesday morning of the third week of classes during the first quarter for which part-time status is sought. ***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 (as described in UCI's General Catalogue) or in an Ed.D. program, approval of part-time enrollment status may be granted only for reasons of occupation, family responsibilities or health.
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. Please contact the UCI International Center for further information. International students who are eligible to petition for part-time status are required to obtain written approval from the UCI International Center (<http://www.ic.uci.edu>) prior to submitting a request to the Office of Graduate Studies.
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 respective sponsor. Please be advised that part-time status will make students ineligible for any fellowship support they may have received previously in the quarter for which they are petitioning for part-time status.
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* for more information.
5. **Student Loans:** All students who are 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 interested in part-time status should check with their housing office.
7. **Maximum Time:** Part-time status may be requested for up to a maximum of three, consecutive quarters. To be considered for part-time status after completing three consecutive part-time quarters, you must submit a new petition (including a new memo of support if a doctoral student). The deadline is always Noon Wednesday morning of the third week of classes during the first quarter for which part-time status is sought.
8. **Enrollment Limits:** If the student exceeds the approved part-time enrollment limit of eight units (including Physical Education classes) at any point in any quarter for which part-time status is approved, the student will be billed by UCI for the balance of the respective quarter's full-time student fees (including non-resident tuition, if applicable) and will not be permitted to register for a subsequent quarter until those required full-time fees are paid in full.