

**GRADUATE STUDENT PETITION FOR
HALF-TIME STATUS AND REDUCED FEES**

Name: _____ SID: _____

Major: _____ Degree Objective: _____

Email: _____ Phone: _____

Requested Quarter(s): _____ Fall _____ Winter _____ Spring
(due Sept 1) (due Dec 1) (Due Mar 1)

Indicate reason(s) for applying for half-time status:

Half-time status is approved only for students who cannot attend full-time for reasons of occupation (full-time employment outside the University), unusual family responsibilities, or poor health. Students are not approved for part-time status simply because they do not want to enroll in more than one class or want a fee reduction.

OCCUPATION

1. Name and address of employer:

2. Telephone number (for verification): _____

3. Do you work 40 hours or more per week? _____ Yes _____ No*

*If not, please explain the limitation on your studies:

FAMILY RESPONSIBILITIES OR HEALTH

Explain the limitation on your studies:

REQUIRED SIGNATURES

Student Signature _____ Date _____

Graduate Advisor Signature _____ Date _____

(This is not necessarily the student's faculty adviser)

International Students and Scholars Office _____ Date _____

(If foreign)

GUIDELINES:

In most circumstances, completion of an advanced degree at UCR requires full-time study. However, the University of California recognizes the legitimate need for half-time study opportunities and is committed to providing those opportunities wherever possible. With the recommendation of your graduate program and the approval of the Dean of the Graduate Division, Half-Time Status may be granted under the following conditions:

1. The faculty in the student's degree program judge that Half-Time Status is academically feasible.
2. The student is making acceptable progress toward the degree.
3. The student cannot attend full-time for reasons of occupation (full-time employment outside of the University), family responsibilities, or poor health that prevent them from physically attending classes full-time.
 - Students are not approved for Half-Time Status simply because they do not want to enroll in more than one class, have only one class left to complete, or want a fee reduction.
4. The student is a citizen or permanent resident of the United States.
 - Federal regulations governing student visa status require full-time attendance for most international students.
5. The student is NOT employed on campus and does NOT hold a University fellowship (employment and fellowship regulations require full-time enrollment).
6. Students enroll in no more than six units, including physical education classes, during the quarter for which they are approved for half-time status.
 - If this unit limit is exceeded, the student will not receive the half-time status fee refund for that quarter or for any subsequent quarter until another petition for half-time status is submitted and approved.
7. If in the PhD program, the student is NOT advanced to candidacy.
 - Under the Normative Time Policy, all PhD students advanced to candidacy are considered full-time and are not eligible for half-time status.
 - If the student is approved for Half-Time status and advances to candidacy during the same quarter, the student will be billed for full tuition for that quarter.
8. Students approved for Half-Time Status receive half off tuition, non-resident tuition (if applicable) and the professional fee (if applicable).
9. Students approved for Half-Time Status may no longer be eligible for deferment of student loan repayment obligations.
10. Half-Time students will accrue time toward the degree at one-half the rate of full-time students.
11. Half Time Status may be requested on a quarterly basis for the entire academic year.
12. Students must reapply each academic year.

PROCEDURES:

1. The Graduate Petition for Half-Time Status and Reduced Fees is printed from the forms page of the Graduate Division web site (www.graduate.ucr.edu).
2. The petition must be completed with all required information provided.
3. The petition must have original signatures from the student and the Graduate Advisor (not the student's faculty advisor).
4. The completed and signed petition is submitted to the Graduate Division by the deadline listed on the form.
5. Once the Graduate Division reviews the petition, the student and Graduate Program Coordinator will be notified by email.