

**AGSM 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:

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**REQUIRED SIGNATURES**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduate Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Graduate Dean \_\_\_\_\_ Date \_\_\_\_\_

## 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, you may be granted half-time status under the following conditions:

1. It is the judgment of the faculty in your degree program that half-time study is academically feasible.
2. You are making acceptable progress toward the degree. Half-time students will accrue time toward the degree at one-half the rate of full-time students.
3. **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.**
4. You are a citizen or permanent resident of the United States. Federal regulations governing student visa status require full-time attendance for most international students.
5. You are NOT employed on campus and do not hold a University fellowship.
6. You enroll in no more than **EIGHT UNITS** (including physical education classes) during the quarter for which you are approved for half-time status. If you exceed this limit of units, you will not receive the half-time study fee refund for that quarter or for any subsequent quarter until you submit and receive approval of another petition for half-time study.
7. If a doctoral student, you are 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 you are approved for half-time study and advance to candidacy during the same quarter, you will be billed back one-half of the Tuition and one-half of the Nonresident Supplemental Tuition (if applicable).

Please be advised that, in most instances, if you are approved for half-time status, you may no longer be eligible for deferment of student loan repayment obligations.

## PROCEDURES:

- Discuss half-time study with both your faculty adviser and Graduate Adviser. The Graduate Adviser must give his/her approval on your petition.
- Submit the Graduate Student Petition for Half-Time Status and Fee Reduction to the Dean of the Graduate Division by September 1 (for Fall quarter), December 1 (for Winter quarter) and March 1 (for the Spring quarter) if you wish the charge to be removed from your bill. If you do not file your application by that date, you will need to pay the full time tuition rate and wait for a refund. **In no case may you file a petition after the third week of the quarter for which you are applying.**
- Half-time status may be requested on a quarter basis or for the entire academic year. You must reapply each academic year.
- If you enroll in more than **EIGHT** units, you will be billed back one-half of the Tuition and one-half of the Nonresident Supplemental Tuition (if applicable).