

**GRADUATE PETITION FOR HALF-TIME STATUS
AND REDUCED FEES
GRADUATE SCHOOL OF MANAGEMENT**

NAME: _____ SID: _____

CURRENT ADDRESS: _____
Number & Street City State Zip

PHONE: _____ E-MAIL: _____

I request the approval of half-time graduate student status for:

- Fall Winter Spring Academic year
- Due: Sept. 1 Due: Dec. 1 Due: March 1

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

OCCUPATION

1. Name and address of your employer

2. Telephone number (for verification):

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

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

FAMILY RESPONSIBILITIES OR HEALTH

Explain the limitations on your studies:

SIGNATURE OF STUDENT: _____

DATE: _____

SIGNATURE OF GRADUATE ADVISOR*: _____

*NOT YOUR FACULTY ADVISOR

APPROVED DATE: _____

DENIED

SIGNATURE OF GRADUATE DEAN: _____

APPROVED DATE: _____

DENIED

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 as a GSR or TA and do not hold a University fellowship.
6. You enroll in not 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.

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 your faculty advisor and Graduate Advisor. Approval must be received from the Graduate Advisor 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 money to be removed from your bill. If you do not file your application by that date, you will have the money refunded to you. **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 one-half of the Educational Fee and one-half of the Nonresident Fee (if applicable).

(Revised 5/2002)