

Part-Time Status (Registration & Tuition)

Deadlines are posted on the Registrar's [Calendars & Deadlines](#) as well as on the [Graduate Division calendar](#)
For more information, please read the [Part-Time Status](#) section of Graduate Division's website

To achieve official registration status during the academic year, graduate students must be registered, with fees paid, in a minimum of 8 units, although a part-time status may be considered for the following reasons:

- **Medical/health Reasons:** reduction in units must be supported by a licensed health care provider
- **Occupation:** off-campus employment of 30 or more hours per week
- **Family Responsibilities:** established on a case-by-case basis for reasons such as (but not limited to) childcare responsibilities, care of an ill family member, etc.

Eligibility Criteria

- Must be a terminal master's degree student, teaching credential student, or doctoral student who has not yet advanced to candidacy.
- International students are only eligible for part-time status due to medical/health reasons supported by a licensed physician or psychologist
- Part-time status for medical/health reasons requires a note from a licensed health care provider recommending a reduction in course load for medical reasons.
- Part-time status for occupation requires documentation, such as a pay stub, indicating off-campus employment of 30 or more hours per week
- Part-time status for family responsibilities requires a memo describing the family-related responsibilities

Reduction of Fees

Please note that tuition and fees will be assessed at the full rate initially and will be reduced at week 5 of the Quarter. Students who are unable to pay the full amount of fees up front, can contact [BARC](#) to request a payment plan. Fee reductions will be applied as follows:

- 50% reduction of the quarterly Tuition Fee
- 50% reduction of the quarterly Non-Resident Supplemental Tuition Fee (if applicable)
- 50% reduction of the quarterly Professional Fee (if applicable)
- The Student Services Fee, Campus Based Fees, and Graduate Student Health Insurance are **not eligible** for fee reduction

Terms and Conditions of Part-Time Status

One Quarter: students may request and be granted only one quarter of part-time status at a time.

Part-Time Petitions: must be submitted 2 weeks prior to the start of the quarter in which the status is being requested.

Registration: in a maximum of 6 units is required to maintain part-time status (students enrolled in more than 6 units will have their fee reductions reversed).

International Students: must secure approval from the [Office of International Students and Scholars](#) (OISS) before applying for part-time status.

Financial Aid: may be affected by part-time status. Students must enroll in a minimum of 4 units to remain eligible for Financial Aid. A student's maximum aid eligibility may be altered after the part-time fee credit is processed around week 5 of the Quarter, meaning loan amounts may be reduced accordingly. Please contact the [Office of Financial Aid & Scholarships](#) with questions about aid eligibility and status.

Fellowship Support: part-time students are eligible to receive fellowship for health insurance, tuition, non-resident supplemental tuition, and professional fees. Part-time students are **ineligible** to receive fellowship stipends.

Academic Appointments: part-time students may be eligible to hold Teaching Assistant, Graduate Student Researcher, Reader, and Tutor student appointment titles by employment exception and only at a maximum of 25% time. Part-time students are **not permitted** to hold Teaching Associate positions.

UCSB Housing: part-time students may negotiate with the [UCSB Housing, Dining & Auxiliary Enterprises](#) to remain in student housing. One quarter of housing at part-time status is allowed per the contract, but students can petition for additional quarters as needed.

Time-to-Degree: part-time students will acquire time-to-degree at one-half the rate of full-time students.

PART-TIME STATUS PETITION

Please read the [Part-time Status](#) section of Graduate Division's website
A copy of the processed petition will be sent via email to student and department

Name: _____ Perm: _____ International Student VISA: _____
Must obtain OISS signature below

UCSB Email: _____ Major: _____ Degree Objective: _____

I am a terminal master's degree student, teaching credential student, or doctoral student who has not yet advanced to candidacy. Yes No

I am requesting part-time status for the following quarter (request only one): Fall: _____ Winter: _____ Spring: _____
Year Year Year

I am requesting part-time status for the following reason:

MEDICAL/HEALTH REASONS-attach a note from a licensed health care provider recommending a reduction in course load for medical reasons.

OCCUPATION-attach documentation, such as a pay stub, that indicates off-campus employment of 30 or more hours per week

FAMILY RESPONSIBILITIES-provide explanation below or attach a memo describing the family-related responsibilities.

I will have the following funding sources during my part-time status (please check all that apply):

- Teaching Assistant (exception required, maximum 25% time)
- Graduate Student Researcher (exception required, maximum 25% time)
- Reader (exception required, maximum 25% time)
- Tutor (exception required, maximum 25% time)
- Central Fellowship/Block Grant (only for health insurance, tuition, non-resident supplemental tuition, and professional fee - **no stipend**)
- Outside Fellowship: _____
Outside Funding Source

Student's Signature _____ **Date** _____

By signing above, I acknowledge that I have read the part-time status information and understand the terms and conditions associated with being a part-time student.

GRADUATE PROGRAM APPROVAL

I have read the Part-Time Status Terms and Conditions, certify the above graduate student is eligible, and endorse* the petition:

Department Chair or Graduate Advisor: _____
Type or Print Name Signature Date

*If the department does not endorse the petition, please attach a memo of explanation from the Department Chair or Graduate Advisor.

OISS Representative: _____
Type or Print Name Signature Date

GRADUATE DIVISION:

- Approve
- Deny

Signature Date

GD Notes: _____

GDfinancial copied on approval email to student