IMPORTANT - PLEASE SEE INFORMATION AND INSTRUCTIONS ON BACK OF FORM

P.I.D.#: _______________________________

Student Name: ____________________________

Last
First
Middle

College: __________________________________

Local Address: ____________________________

Street
Apt No.

Telephone: ______________________________

E-Mail:__________________________

City
State
Zip

Approval for Part-Time Study is granted for one academic year or the remaining part thereof (except for graduating seniors who receive permission for the final quarter only): i.e., Fall through Spring Quarter, Winter through Spring, or Spring; ONLY if you do not exceed 10 units in any given quarter. You must reapply for approval each Fall Quarter.

I am applying for Part-Time Study for: ☐ Fall ________ (YR) ☐ Winter ________ (YR) ☐ Spring ________ (YR)

Have you applied for or are you receiving Financial Aid?  Yes  ☐ No

Please check one, explain below, and attach documentation:

☐ Employment  ☐ Medical  ☐ Family Responsibilities  ☐ Graduating Senior (College will verify)

☐ I have read and understand the instructions, limitations, and conditions for Part-Time Study as specified on both sides of this form, including the requirement to be enrolled for no more than 10 units by the filing deadline.

Student Signature: _______________________________________________________________________________

INTERNATIONAL CENTER: ☐ Approved  ☐ Not Approved

(International Student Only)

International Center Authorization: ________________________________ Date: _____________

COLLEGE: ☐ Approved  ☐ Not Approved

College Authorization: ________________________________ Date: _____________

TO BE COMPLETED BY REGISTRAR

Residency changed: ⬇ Over 10 units/UNEX Charge: _______ Quarter

Date: ______________________ Initials: ______

Fees reduced effective ____________ Quarter
**UCSD MINIMUM PROGRESS POLICY**

A full-time undergraduate student is subject to disqualification from further registration if he or she does not complete 36 units in any three consecutive quarters. Continued registration of an undergraduate who is subject to disqualification is at the discretion of the faculty of the student’s college, or its authorized agent. (Approved part-time status will automatically exempt you from the minimum progress requirement. Financial Aid eligibility requirements differ. Contact the financial aid office if you have questions or need further assistance.)

The University of California recognizes the legitimate need for part-time study for reasons of OCCUPATION, FAMILY RESPONSIBILITIES, HEALTH, or FINAL QUARTER GRADUATING SENIOR. If you will not attend full-time and maintain minimum progress, for one of these reasons, you may request and receive college approval for part-time study prior to the end of the second week of instruction which will exempt you from the minimum progress requirement.

**PART-TIME STUDY POLICY AND PROCEDURES**

APPLICATION DEADLINE - END OF SECOND WEEK OF INSTRUCTION
(Applications received past the deadline will be considered the following quarter)

**Notice to International Students:**

International students in F-1 or J-1 status must first receive permission from the International Center.

**General**

All degree programs at the University are at the present time open to part-time students. No majors or other degree programs will be offered only for part-time students, except as specifically authorized by the Academic Senate. For refund purposes, the following definition applies: A part-time undergraduate student is one who is approved to enroll for 10 units or fewer per quarter. All units taken at University Extension, whether degree credit or no credit will be included.

**Admissions and Enrollment**

The same admissions standards that apply to full-time students will apply to part-time students. Approval for individual students to enroll on a part-time basis will be given for reasons of occupation, family responsibilities, health, or final quarter graduating senior. Approval to enroll as a part-time student shall be given by your advising office.

**Students Receiving Financial Aid**

Students must be enrolled full-time (at least 12 units) to receive a full financial aid package. Students enrolled in 6-11 units may receive less than a full package. Students enrolled in less than 6 units are not eligible for financial aid. Students enrolled in less than 6 units may be eligible for a partial Pell Grant only. Contact the Financial Aid Office if you have any questions regarding your financial aid eligibility and enrollment for less than 12 units.

**Reduced Fees**

Approved part-time undergraduate students will pay the full Registration Fee and one-half the Educational Fee paid by full-time students, and in the case of non-resident part-time undergraduate students, one-half the non-resident tuition. YOU ARE NOT ELIGIBLE FOR REDUCED FEES IF YOU APPLY AFTER THE END OF THE SECOND WEEK OF INSTRUCTION OR ARE ENROLLED IN MORE THAN 10 UNITS AT THE END OF THE SECOND WEEK OF INSTRUCTION.

* If you are approved for part-time study, you MUST be enrolled in 10 or fewer units by the end of the second week of instruction and remain enrolled in 10 or fewer units in order to be eligible for reduced fees.
* As long as you remain in 10 or fewer units your part-time status will continue for the remainder of the academic year (through Spring Quarter), except those approved as final quarter graduating seniors. If at the end of the second week of classes you are enrolled in 10.5 units or more, and have not paid full fees, your enrollment will be canceled. Enrollment in excess of 10.0 units cancels your part-time status. To return to part-time status for the following quarter, you must reapply through your college.
* Your status as a part-time student will automatically lapse at the end of each Spring Quarter. YOU MUST REAPPLY FOR APPROVAL EACH FALL QUARTER.

**Procedures**

* Please complete the front of this form, attach documentation, and file this form with your college at the earliest possible time for the quarter you are applying for this status. International students must receive approval from the International Center prior to filing this form with their college.
* If you are approved for part-time study prior to enrolling or prior to the fee payment deadline, your assessed fees will reflect a reduced amount. Your fees will continue to be reduced through the remainder of the academic year (through Spring Quarter), except final quarter graduating seniors, as long as you remain enrolled in 10 or fewer units.
* If you are approved for part-time study after you paid full-time fees, your account will be credited. Refunds will be processed by the SBS Office when appropriate. If you are receiving financial aid, the appropriate financial aid accounts will be refunded. It is recommended that you contact the Financial Aid Office if you have questions regarding how your financial aid eligibility will be affected by enrolling in fewer than 12 units.
To Students: This application requires the approval of your College. Please complete this form following the instructions below and take it to your College Academic Advising Office for review. International students in F1 or J1 status must first receive approval from the International Center before taking it to their College Academic Advising Office.

To UCSD Career Employees: Do not file this form; you are ineligible for this reduction. File the T-JAC Form available from your department with the UCSD Staff Education and Development Office.

IMPORTANT

Approval for part-time study (10 units or fewer per quarter) is granted for one academic year or the remaining part thereof (except for graduating seniors who receive permissions for the final quarter only): i.e., Fall through Spring Quarter, Winter through Spring, or Spring only. YOU MUST REAPPLY FOR APPROVAL EACH FALL QUARTER.

Refer to the System wide policy and important UCSD procedures on the reverse side of this form prior to completion. University of California policy stipulates that Part-time status for reduced fee purposes can be approved only for the following reasons:

1. Employment: Verification of 30 or more hours per week of employment on letterhead from employer is required.
2. Medical: Verification from a doctor for serious or sustained illness or injury.
3. Family Responsibilities: Documentation of immediate family responsibilities is required.
4. Graduating Senior: College verification of final quarter and enrollment in 10 or fewer units is (Final quarter only) required.

APPLICATION AND SUPPORTING DOCUMENTS MUST BE SUBMITTED PRIOR TO THE END OF THE SECOND WEEK OF CLASSES THE QUARTER YOU APPLY FOR PART-TIME STATUS. STUDENTS ENROLLED IN MORE THAN 10 UNITS ARE INELIGIBLE.

* All Petitions will be reviewed and approved or disapproved. Approval is not automatic and should not be assumed.
* Students receiving financial assistance must be enrolled in at least 12 units to receive a full financial aid package.

Fee Payment Information: Pay part-time fees only if you have been approved for part-time status. If you enroll for more than ten units, you will be reassessed full-time fees, and you will be canceled out of your classes. To avoid cancellation do one of the following by Friday of the second week of classes: (1) pay full-time fees, or (2) drop classes so that you are enrolled for ten or fewer units.

If you pay only part-time fees and your petition for part-time status is disapproved, you must pay remaining full-time fees by the end of the second week of classes or your enrollment will be canceled.

Revised 03/2010