# Application for Part-Time Status

1. A part-time graduate student is one who has approval to enroll for one-half (or less) of the regular course load of fifteen credits.

2. Each department will determine whether or not its graduate program can accommodate part-time students. Departments will accept part-time students, when, in the opinion of the faculty, there is clear justification for part-time status based upon considerations of academic progress, career employment, family responsibilities, or health conditions.

3. A part-time graduate student will pay the full Registration Fee, one-half the Educational Fee, and all other campus fees including the Health Insurance Fee. Students who wish to opt out of the mandatory health insurance should complete the on line waiver or contact Cowell Health Center for more information.

4. Part-time students will be eligible for fellowship support at their department's discretion, but appointments in student academic titles, such as Teaching Assistant or Graduate Student Researcher, cannot exceed .25 FTE.

5. If you are approved for part-time status but enroll for more than eight credits, you will be assessed full registration fees. You may not enroll in more than eight credits, later drop a course and be considered a part-time student.

---

Name _____ Email_____ Department _____

Student ID#_____ Enrollment Status ☐ PhD ☐ Master's ☐ Certificate

Part-time study will begin _____ quarter 20____

I will return to full-time study _____ quarter 20____ I will not return to full-time study_____

What circumstances support your request for part-time status?

Date_____ Student signature _____

---

Approved:_____ Date: _____
Faculty Advisor

Approved:_____ Date: _____
Graduate Representative or Department Assistant

Approved:_____ Date: _____
Dean of Graduate Studies