



University of California, Davis
Office of the University Registrar

Petition to
Change Status

One Shields Avenue, Davis, CA 95616-8692 / Information: (530) 752-3639 / Fax: (530) 752-6906

Before completing and submitting the form, please be sure to review the instructions on the other side of this form.

The deadline for submitting part-time applications to Office of the University Registrar is the tenth day of instruction. Deadlines are strictly enforced.

Forward completed form directly to the Office of the University Registrar, in 12 Mrak Hall.

Personal Information

Student ID Number _____ E-mail Address _____

Name _____

Local Address _____

City/State/Zip _____ Phone _____

Undergraduate College _____ Undergraduate Major _____

Graduate Major and Degree Objective _____

Check One

Quarter Effective _____ Year _____

Full-time to Part-time Part-time to Full-time Fall Winter Spring

REASONS FOR REQUESTING PART-TIME STATUS (check one):

- Employment (30 hours or more per week). Attach letter from your employer on company letterhead (code 3)
Health Conditions. Attach letter from physician (code 3)
Accommodation for disability. Attach letter from Student Disability Services (code 3)
Principal Responsibility for Family Care. Attach letter of explanation (code 3)
Graduating Senior (Undergraduate Only). Valid for one quarter only (code S)

I certify that I am the above named person and the information I have provided is accurate.

Student signature _____ Date _____

Are you an international student on an F-1 or J-1 Visa? (circle one) YES / NO. If yes, you must obtain the approval of Services for International Students and Scholars (SISS).

SISS Approving Authority _____ Date _____

Are you receiving Financial Aid? (circle one) YES / NO. You must be enrolled in a minimum of six units for Financial Aid to disburse. If yes, approval of the Financial Aid Office is required.

Financial Aid Office Approving Authority _____ Date _____

Are you a doctoral student who has passed the Qualifying Examination? (circle one) YES /NO. If yes, you are not eligible for part-time status.

Graduate Program Approval: Form must be signed by the Graduate Program Adviser who has signature authority, appointed by the Dean of Graduate Studies, for your graduate program. Check with your Graduate Program Coordinator for the appropriate signing authority.
Graduate Program Adviser (print name) _____
Graduate Program Adviser (signature) _____ Date _____



INSTRUCTIONS

Complete this petition and attach the required supporting documentation. Return to the Office of the University Registrar, in 12 Mrak Hall, no later than the tenth day of instruction. To avoid a late fee, submit prior to the fee payment deadline.

Students approved for enrollment on a part-time basis pay the same fees as full-time students, but pay only one-half of the Tuition. Part-time nonresidents pay one-half of the Nonresident Supplemental Tuition. Part-time petitions should be filed with the Office of the University Registrar in 12 Mrak Hall. The petitions must be filed on or before the 10th day of instruction for the term in which the reduction is to be applied. For more fee information, see <http://budget.ucdavis.edu/studentfees/>.

Students on part-time status are not eligible for the Employee/Student reduced fee enrollment.

Part-Time Status means that a student (1) can enroll in no more than 10 units; (2) will pay lower academic fees reflecting Part-Time status; and 3) is not an exemption from meeting Financial Aid Satisfactory Academic Progress (SAP) standards.

Part-time status is available only to students who are unable to pursue their studies full-time because of full-time employment, health conditions, family obligations, or undergraduates in senior standing.

Students on F-1 or J-1 visas are not eligible for part-time status without permission from the International Students & Scholars (SISS) office.

Accommodation for Disability. It is the student's responsibility to request accommodations as soon as possible, within a period of time that allows the university a reasonable opportunity to evaluate the request and offer necessary adjustments. The accommodation is subject to extension and modification, and it is the student's responsibility to submit subsequent requests as the need arises. Students may petition for approval of Part-Time status for a minimum of one and a maximum of three consecutive regular terms (Fall, Winter, Spring). Successful petitions are permitted.

The student will initiate the request at the Student Disability Center. Upon approval by the Student Disability Center Specialist, the form is forwarded to the Office of the University Registrar for processing/coding. A new form will be required once the indicated number of terms has passed.

The deadline for submitting part-time applications to Office of the University Registrar, in 12 Mrak Hall, is the 10th day of instruction. Deadlines are strictly enforced.

Undergraduate Students

If you are approved to participate in the part-time program, you may not be registered for more than **ten units** after the tenth day of instruction. You are responsible for dropping courses (courses in which you receive an ENWS grade count towards units for which you are registered). Students who are enrolled for more than ten units as of the end of the tenth day of instruction will automatically be reclassified to full-time status and charged appropriate fees.

As an undergraduate student, you must submit a new petition for each quarter you wish to be on part-time status.

Graduate Students

Not all programs offer part-time study; please check with your major program to determine if you are eligible to apply for this status.

If you are approved to participate in the part-time program, you may not be registered for more than six units after the tenth day of instruction. You are responsible for dropping courses (courses in which you receive an ENWS grade count towards units for which you are registered). Students who are enrolled for more than six units as of the end of the tenth day of instruction will automatically be reclassified to full-time status and charged appropriate fees.

As a graduate student, you do not need to reapply for part-time status each quarter. If you enroll in more than six units in any quarter in which you are on part-time status, you will be returned to full-time status and will receive a bill for fees owing.

Students on part-time status are not eligible for academic employment.

Ph.D. students who have passed the Qualifying Examination and advanced to candidacy are **not eligible** for part-time status.

PLEASE NOTE: Graduate students enrolled as part-time will receive only one-half quarter credit towards residency requirement for the degree (example: To fulfill a three quarter residency requirement, six part-time quarters must be completed).