

From: Dean Susan L. Ettner
Sent: Thursday, April 21, 2022 3:01 PM
Subject: Part-time Graduate Enrollment Policy



Dear Faculty, Staff and Graduate Students:

In most cases, completion of master's and doctoral degrees requires full-time graduate study. However, in some circumstances, there may be legitimate reasons for graduate students to reduce their course loads. Up until now, university academic policies prohibited part-time graduate students from accessing reduced tuition and fees.

Over the past year, the Graduate Division has worked with the Graduate Council and other partners across campus to bring UCLA into alignment with UC guidance on part-time graduate enrollment and develop new mechanisms to enable part-time graduate students to access reduced-fee programs.

Effective spring 2022, graduate students in good academic standing who meet the eligibility criteria and wish to enroll on a part-time basis (six units or fewer) for reasons of employment, health condition, accommodation for disability, or primary caregiving responsibilities may request reduced tuition and fees through the [Registrar's Office website](#). Please note: part-time status and accompanying fee reductions are

unavailable to students who have advanced to doctoral candidacy and students enrolled in self-supporting programs.

- 50% of Tuition
- 100% of the Student Services Fee

Graduate students approved for part-time status shall pay:

and, if applicable,

- 50% of the Nonresident Supplemental Tuition (NRST)
- 50% Professional Degree Supplemental Tuition (PDST)

Applications for part-time status must include a memo from the graduate student's faculty advisor detailing the need for, and feasibility of, part-time enrollment for the graduate student. Part-time enrollment may be requested as early as the first quarter of graduate studies.

Graduate students are limited to three quarters of part-time status during the course of their enrollment at UCLA. Extensions beyond this limit for up to a total of six quarters may be approved under exceptional circumstances; such approval is at the discretion of the dean of the Graduate Division.

Graduate students approved for part-time status have access to university resources, including full library privileges and access to faculty. They also maintain their eligibility for UC SHIP coverage.

More information on full eligibility criteria, required elements of the faculty advisor memo and application deadlines for part-time graduate enrollment can be found on the [Graduate Division website](#).

Please note: The deadline for part-time status applications for fall 2022 is Friday of the second week of fall quarter (October 7, 2022). Part-time status requests with a spring 2022 start term will be reviewed on a case-

by-case basis. Graduate students requesting a spring 2022 start term for their part-time status application must email academicservices@grad.ucla.edu (the required faculty advisor memo must be appended). To be eligible for spring 2022 tuition and fee reductions, graduate students must have been enrolled in the correct number of units (six units or less) during spring term.

Best regards,

Susan L. Ettner

Dean of Graduate Education

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Chair, Graduate Council

The UCLA logo is a solid blue horizontal bar with the letters "UCLA" in white, bold, sans-serif font centered within it.

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