Policy and Procedures Concerning Part-Time Study in the University of California

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X.I. POLICY SUMMARY

This statement on policy and procedures implements the "Policy on Part-Time Study" in the University of California, adopted by the Academic Council on May 14, 1980. That Policy reads, in part:

"The University of California recognizes the legitimate need for part-time study. The University should be open to qualified students who for reasons of occupation, family responsibility, or health, are not able to attend full-time."

Students who qualify under this Policy are eligible for reductions in certain student charges.

XII.II. DEFINITIONS

For the purposes of this statement of policy and procedures, the following definitions apply.

A part-time undergraduate student is one who is approved to enroll for 10 units or fewer, or an equivalent number of courses, per quarter.

A part-time graduate student is one who is approved to enroll for one-half or less of the regular course load stipulated in Academic Senate Regulation 702, or as otherwise defined by the campus Academic Senate.

XII.III. POLICY TEXT

General

A. Degree programs in the University may be open to part-time students wherever good educational reasons exist for so doing.

B. No Majors or other degree programs will be offered only for part-time students, except as specifically authorized by the Academic Senate. (The University's Policy on Self-Supporting Graduate Degree Programs Part-Time Off-Campus Professional
Admissions and Enrollment

A. The same admission standards that apply to full-time students will apply to part-time students.

B. Approval for individual students to enroll on a part-time basis will be given for reasons of occupation, family responsibilities, or health.

C. Approval to enroll as a part-time student shall be given by the appropriate dean, upon recommendation by the department or program.

Fees and Salary Titles

A. Part-time students will pay the full Registration Student Services Fee and one-half of Tuition the Educational Fee paid by full-time students, except in special part-time professional degree programs covered by the Policy on Self-Supporting Graduate Degree Programs (September 30, 2020) Policy on Part-Time Off-Campus Professional Graduate Degree Programs (July 30, 1979).

B. Nonresident part-time students will pay one-half of nonresident tuition.

C. Part-time graduate students will be eligible for appointment, at the discretion of the graduate dean to salary titles requiring regular registration in graduate status, such as Teaching Assistant and Research Assistant. However, their appointments will be limited to no more than one-half the maximum appointment available to full-time students.

Part-Time Graduate Study and the Normative Time to Degree Policy

Prior to candidacy, part-time graduate students will acquire time to the degree under the Normative Time to Degree Policy at one-half the rate of full-time students for those quarters during which they are approved for part-time study. After advancement to candidacy, all graduate students shall be considered full-time under the Normative Time Policy.

XIII. COMPLIANCE / RESPONSIBILITIES

[List the individual roles or units responsible for instituting or complying with all or some portion of the policy.

Which position is responsible for implementing and enforcing the policy?
Which position is responsible for providing interpretations/clarification?]
XIV.IV. PROCEDURES

Detailed procedures required to carry out the general policy and procedures listed above should be developed on each campus as needed.

XV.V. RELATED INFORMATION

In a letter dated July 30, 2021, and addressed to campus Chancellors and Vice Chancellors for Planning and Budget, President Drake confirmed that this policy should be interpreted to apply to Professional Degree Supplemental Tuition (PDST) as well. Specifically, PDST should be reduced by half for students in PDST programs who qualify for reduced fees under this policy. (PDST did not exist when the policy was first issued in 1981.)

XVI. FREQUENTLY ASKED QUESTIONS

XVIII.VI. REVISION HISTORY

No revisions have been made since the Presidential policy was established on March 17, 1981.

TBD 2024: The policy was reformatted into the standard University of California policy template and to meet Web Content Accessibility Guidelines. It was also revised to incorporate new names for certain student charges approved by the Regents in November 2010: the Regents approved changing the name of the Educational Fee to "Tuition," the name of the University Registration Fee to "the Student Services Fee," and the name of Nonresident Tuition to "Nonresident Supplemental Tuition," effective July 1, 2011. References to other policies were also updated, as appropriate, to reflect current University policies. In addition, a reference incorporate revisions and reference to the President’s July 30, 2021 letter clarifying the application of the policy to of the Professional Degree Supplemental Tuition in the policy was added.

XIX. APPENDIX