MChE Request For Part-Time Status

Student Name: ___________________________  Matriculation Date: _______________________
Student ID #: ___________________________  Intended Graduation Date: ________________

Part-time status for students is at least 3-credit hours but less than 9-credit hours. As a part-time MChE student tuition will be assessed based on the number of registered credit hours. Tuition and fees assessed per semester can be found at the cashier's website: Students.rice.edu (Graduate Tuition and Fees). Students will be assessed a one-time per semester part-time enrollment fee of $150 when enrolled for less than 9 credits. The request and approval must be completed before the end of the second week of classes. Students who change to part-time status after the end of the second week of classes are subject to the Academic Calendar withdrawal deadlines for receiving refunds of tuition.

Graduate and Postdoctoral Studies must be notified in writing, with appropriate department approval, giving permission to change to part-time.

International students must maintain legal immigration status and are allowed to go part-time only in their final semester of study. OISS must be notified before Graduate and Postdoctoral Studies can approve the part-time request. Students must complete the Reduced Course Load Authorization Form found at oiss.rice.edu/forms/.

NOTE: Existing status carries forward from semester to semester (exception for international students) until Graduate and Postdoctoral Studies is notified of a change.

It is my intention to drop below the required 9-credit hour limit to become a part-time student:

☐ Semester _______ Year _____  ☐ OISS Approval Requested ____________
         (If Applicable)                    Date

Student Signature: ___________________________________________________
                   Date

Approval Signatures:

_________________________________  _______________________
MCHE Program Advisor         Date

_________________________________  _______________________
Department Coordinator        Date