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SEPTEMBER 13, 2019

TO: MARJORIE ZATZ, VPDGE

FROM: LEROY WESTERLING, CHAIR, GRADUATE COUNCIL



RE: GRADUATE POLICIES AND PROCEDURES HANDBOOK: GRADUATE STUDENT FUNDING ELIGIBILITY

Over the course of its August 28 and September 11, 2019 meetings, Graduate Council unanimously endorsed amending the funding eligibility requirements for continuing students outlined in the [Graduate Policies and Procedures Handbook](#). Specifically, Graduate Council endorsed *removing* from the funding eligibility requirements for continuing students in the following appointments - teaching assistantships, tutor, reader, and graduate student researcher - the stipulation students have earned "A minimum letter grade of B or S in all courses completed" (see [Handbook](#) p. 20-23 and p. 26-27; excerpts also enclosed).

Graduate Council made this decision after it was brought to its attention that the *Handbook* required continuing students seeking such appointments to meet the Satisfactory Progress¹ criterion *and* have a minimum letter grade of B or S in all courses completed ([Handbook](#) p. 20-23 and p. 26-27). Because Satisfactory Progress requires only that students maintain at least a 3.0 cumulative grade point average, this established two different standards – one for academic standing and a second for funding eligibility. It is Graduate Council's opinion that one standard, Satisfactory Progress, should suffice for both. Graduate Council hopes this revision will reduce the number of exceptions requested and processed.

¹ Satisfactory progress (p.41-42 of the Handbook) is determined on the basis of both the student's recent academic record and overall performance. Minimum criteria for determining satisfactory progress toward degree are outlined below, specific Graduate Groups may have higher standards, as identified in their Policies and Procedures:

- GPA - the student must maintain at least a 3.0 cumulative grade point average.
- Normal Time to Degree – the student must advance to candidacy and complete the degree within the limitations established by the Policies and Procedures of the student's Graduate Group, in accordance with Graduate Council policy.
- Grade Reports - all I, W, U, or NR grades should be reviewed and appropriate action taken as needed.
- Enrollment Units - students must be enrolled for at least 8 graduate or upper-division units of credit in any combination each semester, including credit for supervised teaching and research, unless part-time status or an ELP has been approved in advance by the Graduate Dean. In cases of approved part-time status, enrollment in seven or fewer units of credit toward the degree is expected each semester.
- Distribution of units - the number of upper-division and graduate-level units of credit completed toward degree requirements each semester should be at least eight and no more than 16 units, unless an exception has been approved in advance.
- Academic Residency - time in residence prior to advancement to candidacy for the Ph.D. degree should be within acceptable limits (ordinarily, no more than four years).

Graduate Council thanks Graduate Division for revising the *Graduate Policies and Procedures Handbook* accordingly.

CC: Graduate Council
Senate Office

Encl (1)

1.1 Teaching Assistant (TA)

Definition: An academically qualified and registered graduate student in full-time residence chosen for excellent scholarship and for promise as a teacher, who is assigned to assist in the delivery of instruction under the active tutelage and supervision of a faculty member (APM 410-4.a). The majority of graduate students who perform instructional functions are assigned to the Teaching Assistant title.

Responsibilities: Assist the supervising faculty member by conducting classroom discussions and laboratories, performing individual and group tutoring, proctoring examinations that supplement faculty lectures, and grading assignments or examinations. Teaching Assistants may provide input into the development of assignments or exams, and must hold office hours. No prior teaching experience is required for such an appointment. A Teaching Assistant is not independently responsible for the instructional content of a course, selection of assignments, planning, examinations, determination of student grades, or decisions on grade appeals, and a TA is not assigned full instructional responsibility for an entire course. The final responsibility for the content of the course rests with the supervising faculty member.

Criteria for Appointment: Appointment as a Teaching Assistant in combination with other campus-wide employment, in any title, may not exceed 49.9% time during any academic semester. Between academic year sessions (semesters) and during the Spring and Summer recesses, appointments may not exceed 100% time. No student is permitted to begin an appointment if he/she has not met all of the following applicable academic criteria:

a) For *incoming* graduate students:

- Enrollment in at least 12 units throughout the first semester.
- A cumulative GPA of 3.0 or higher in the most recently earned degree.

b) For *continuing* graduate students:

- Satisfactory academic progress toward the degree objective.
- Enrollment in at least 12 units throughout the current semester.
- During each of the two most recent semesters of enrollment:
 - Completion of 8 units or more of upper division or graduate level credit courses.
 - ~~A minimum letter grade of B or S in all courses completed.~~
- No more than two incomplete (I) grades still on record. A cumulative GPA of 3.0 or higher in those courses where a letter grade (A through F) was received.
- Total teaching service cannot exceed 12 semesters; see Teaching Appointment Periods and Limitations.

Exceptions to any of the above criteria are made on a case by case basis by the Graduate Dean.

[Handbook](#), p. 22

1.3 Reader

Definition: An academically qualified and registered graduate student employed as a course assistant.

Responsibilities: Generally includes the grading of assignments, papers, laboratory reports, or examinations and responding to students' questions about such grading. A Reader will not be given the full range of responsibilities customarily assigned to Teaching Assistants.

Criteria for Appointment: Graduate student appointment as a Reader in combination with other campus-wide employment, in any title, may not exceed 49.9% time during any academic semester. Between academic year sessions (semesters) and during the Spring and Summer recesses, appointments may not exceed 100% time. No student is permitted to begin an appointment if he/she has not met all of the applicable academic criteria as listed below:

a) For *incoming* graduate students:

- Enrollment in at least 12 units throughout the first semester.
- A cumulative GPA of 3.0 or higher in the most recently earned degree.

b) For *continuing* graduate students:

- Satisfactory academic progress toward the degree objective.
- Enrollment in at least 12 units throughout the current semester.
- During each of the two most recent semesters of enrollment:
- Completion of 8 units or more of upper division or graduate level credit courses.
- ~~A minimum letter grade of B or S in all courses completed.~~
- No more than two incomplete (I) grades still on record.
- A cumulative GPA of 3.0 or higher in those courses where a letter grade (A through F) was received.
- Total teaching service cannot exceed 12 semesters; see Teaching Appointment Periods and Limitations.

Exceptions to any of the above criteria are made on a case by case basis by the Graduate Dean.

Part-time graduate students may be appointed as Readers. See Section IV. C. 4. Employment of Part-Time Graduate Students for further information.

[Handbook](#), p. 22-23

1.4 Tutor

Definition: An academically qualified and registered graduate student who provides tutoring to an individual (one-on-one) or to small groups of students.

Responsibilities: Facilitate independent learning and assist students in understanding course materials. A Tutor will not be given the responsibilities customarily assigned to Teaching Assistants or Readers.

Criteria for Appointment: Graduate student appointment as a Tutor in combination with other campus-wide employment, in any title, may not exceed 49.9% time during any academic semester. Between academic year sessions (semesters) and during the Spring and Summer recesses, appointments may not exceed 100% time. If appropriate, a letter grade of at least B should have been earned in the course or equivalent for which the student is being recommended for appointment. No student is permitted to begin an appointment who has not met all of the applicable academic criteria as listed below:

a) For *incoming* graduate students:

- Enrollment in at least 12 units throughout the first semester.
- A cumulative GPA of 3.0 or higher in the most recently earned degree.

b) For *continuing* graduate students:

- Satisfactory academic progress toward the degree objective.
- Enrollment in at least 12 units throughout the current semester.
- During each of the two most recent academic year semesters of enrollment:
 - Completion of 8 units or more of upper division or graduate level credit courses.
 - ~~A minimum letter grade of B or S in all courses completed.~~
 - No more than two incomplete (I) grades still on record.
- A cumulative GPA of 3.0 or higher in those courses where a letter grade (A through F) was received.
- Total teaching service cannot exceed 12 semesters; see Teaching Appointment Periods and Limitations.

Exceptions to any of the above criteria are made on a case by case basis by the Graduate Dean.

Part-time graduate students may be appointed as Tutors. See Section IV. C. 4. Employment of Part-Time Graduate Students for further information.

1.1 Graduate Student Researcher

Definition: An academically qualified and registered graduate student, enrolled full-time, who performs research related to his or her degree program in an academic unit or research unit under the direction of a faculty member or authorized Principal Investigator. The Graduate Student Researcher may or may not collaborate in the publication of said research.

1.2 Criteria for Appointment as a GSR

Academic appointment criteria for Graduate Student Researchers, as stated in this handbook, are minimum University standards and requirements. Graduate Groups retain the prerogative to apply stricter standards for research appointments within their programs. Appointment as a GSR in combination with other campus-wide employment in any title may not exceed 49.9% time during any academic semester. Between academic year sessions (semesters) and during the Spring and Summer recesses, appointments may not exceed 100% time. No student is permitted to begin an appointment who has not met all of the applicable academic criteria as listed below.

a) For *incoming* graduate students:

- Enrollment in at least 12 units throughout the first semester.
- A cumulative GPA of 3.0 or higher in the most recently earned degree.

b) For *continuing* graduate students:

- Satisfactory academic progress toward the degree objective.
- Enrollment in at least 12 units throughout the current semester.
- During each of the two most recent academic year semesters of enrollment:
 - Completion of 8 units or more of upper division or graduate level credit courses.
 - ~~A minimum letter grade of B or S in all courses completed.~~
- No more than two incomplete (I) grades still on record. A cumulative GPA of 3.0 or higher in those courses where a letter grade (A through F) was received.

Exceptions to any of the above criteria are made on a case by case basis by the Graduate Dean.

In the summer prior to a student's first semester of matriculation, incoming graduate students may be appointed as a GSR if they have submitted their Statement of Intent to Register and all official admissions-related documents. International students must contact the Office of International Affairs for all employment-related visa requirements.