

UC DAVIS GRADUATE STUDIES POLICY
Policies Regarding Graduate Student Academic Appointments
September 23, 2011
Endorsed by Graduate Council – September 22, 2011

GS2011 – 02

Graduate students appointed to student academic titles must meet the criteria listed below. No exceptions to these regulations will be granted except as noted in the “Other” categories listed below. The Office of Graduate Studies will audit all graduate student academic appointments in order to ensure compliance with these policies. A Petition for Exception to Policy (PEP) is only needed for the cases noted. The petition form is available at http://www.gradstudies.ucdavis.edu/forms/GS317_PetitionExceptionToPolicy.pdf

1. Normally, graduate students are appointed to student academic titles for a maximum of 50 percent time during a regular academic term. Full-time enrolled graduate students in good academic standing, who are not international students on a F1 or J1 visa, are eligible to be appointed up to a maximum of 75 percent time if sufficient funding is available; a PEP is not required. No student may be appointed in a graduate student title or combination of titles in excess of 75 percent time during a regular academic term. Summer appointments at 100 percent time are permitted.
2. Full-time enrolled international students in good academic standing on a F1 or J1 visa may be appointed in excess of 50 percent time during a regular academic term with prior approval from Services for International Students and Scholars (SISS) and then only up to 75 percent time. The hiring unit is responsible for retaining the notice of approval by SISS.
3. Graduate students must be appointed at 25 percent time or greater. Appointments designed to supplement other compensation (e.g. a fellowship) that falls below the expected support level of the graduate program will be permitted in the range of 1-20 percent time; a PEP is not required.
4. Graduate programs are required to submit for approval by the Dean of Graduate Studies a compensation plan for appointment in the Graduate Student Researcher (GSR) title. A copy of the approved compensation plan must also be filed with the lead academic dean for the program. Graduate program chairs may approve appointments that exceed the approved compensation plan level; however they must ensure equitable treatment of all students within the program.
5. Graduate students must be enrolled full-time and carry a minimum 3.0 GPA in order to hold an academic appointment, although many graduate programs have higher GPA or minimum progress requirements. Graduate students may not be appointed while on Academic Probation due to low GPA, excessive units of incomplete, failing or unsatisfactory grades, or while making unsatisfactory progress towards the degree. Exceptions to the GPA requirement require approval by the Office of Graduate Studies using a PEP and will normally be granted only for newly admitted students in their first or second quarter of enrollment.
6. Per UC policy, graduate students may be appointed for a maximum of 18 quarters in any combination of teaching titles (Teaching Assistant, Associate In_, and Reader) during regular

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academic quarters. No student may be employed beyond 18 quarters in any combination of teaching titles.

7. Graduate students may be appointed for a maximum of 21 regular academic quarters in a research title (GSR). No student may be employed beyond 21 quarters in a research title.
8. Graduate students on Filing Fee status may be appointed to a student academic title for a maximum of one quarter.
9. Appointment to a student academic title while on Planned Educational Leave Program (PELP) is not permitted.
10. Students in Coursework Only status are limited to one term of eligibility for appointment in a student teaching or research title.
11. Graduate students may be appointed to a research title while registered *In Absentia*; appointment to a teaching title while registered *In Absentia* is not permitted.
12. Appointment of a graduate student in an Associate In_ position in an upper division course must be approved by the Academic Senate Committee on Courses of Instruction (http://academicsenate.ucdavis.edu/committee_cci_policies.cfm). The hiring department must provide a copy of the COCI approval to Graduate Studies to enable comprehensive tracking of exceptions. Neither a PEP nor Graduate Studies approval is required.
13. Other:

a. Students in self-supporting degree programs in a teaching or research appointment

Students enrolled in self-supporting master's programs may be appointed in a graduate teaching or research title that is funded by extramural or self-supporting degree program funds. Appointment of a student enrolled in a self-supporting graduate degree program to a teaching title in a state-supported program must be approved by Graduate Studies using a PEP. The request for exception must include assurances that the hiring department has made a concerted effort to first locate a qualified UC Davis academic graduate student enrolled in a state-supported program for the position. Because students in self-supporting degree programs do not pay required University fees and tuition, they are not eligible for fee and tuition remission.

b. Professional degree students in a teaching or research appointment

Appointment of a student enrolled in a professional degree program (JD, MD, DVM, MBA) to a teaching or research title outside of the corresponding professional degree program must be approved by Graduate Studies using a PEP. The request for exception must include assurances that the hiring department has made a concerted effort to first

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locate a qualified UC Davis academic graduate student for the position. Professional degree students appointed outside of their programs receive fee and tuition remission at an amount not to exceed that remitted for a regular academic graduate student.

c. Undergraduates or non-students in a teaching appointment

It is expected that the appointment of undergraduates and non-students as TAs will be approved only under rare and compelling circumstances. The hiring unit must follow a process of application and selection that gives first priority to graduate students. Undergraduate or non-student appointments to a graduate teaching title (TA) must be approved by the Academic Senate Committee on Courses of Instruction (http://academicsenate.ucdavis.edu/committee_cci_policies.cfm). The request for exception must include assurances that the hiring department has made a concerted effort to first locate a qualified UC Davis academic graduate student for the position. The hiring department must provide a copy of the COCI approval to Graduate Studies to enable comprehensive tracking of exceptions. A PEP is not required. Undergraduate students appointed to TA positions receive fee and tuition remission.

d. Students from other UC campuses in a teaching or research appointment at UC Davis

Appointment of a graduate student from another UC campus into a teaching or research appointment must be approved by Graduate Studies using a PEP. The request for exception must include assurances that the hiring department has made a concerted effort to first locate a qualified UC Davis academic graduate student for the position.