
REGULATIONS FOR GRADUATE STUDENTS RECEIVING FELLOWSHIPS 2009-2010

GENERAL REGULATIONS

- It is the student's responsibility to report, in writing, any change in status to Graduate Studies within 30 days of the change. Changes in status include (but are not limited to): major, program, deferring admissions after receiving an award, below minimum GPA, reduction in enrollment units, or multiple fee awards (including fee awards paid by a GSR or TA Appointment).
- Fellowship recipients are expected to devote full time to graduate study and/or research. To be considered full time, graduate students must be enrolled in, and maintain, 12 units each quarter (any combination of upper division or graduate course units, group study [298], and research [299] as permitted by the graduate programs).
- Students taking Planned Education Leave (PELP), going on Filing Fee, or withdrawing from the university are not eligible for fellowships.
- Fellowships do NOT transfer from one program to another. (e.g., a student enrolled in the Mathematics graduate program is awarded a fellowship. The student becomes ineligible to keep that fellowship if the student transfers to Economics.)
- Each year, all U.S. citizens, permanent residents, and immigrants are required to file a *Free Application for Federal Student Aid* (FAFSA) before receiving funding from Graduate Studies (this includes Block Grant funding and internal fellowships).
- Students are required to meet and maintain minimum GPA criteria, established by Graduate Council. The minimum GPA required for students receiving living allowance (stipend), in-state fee fellowships, nonresident tuition fellowships (NRTF's), or an academic appointment is 3.0.
- Continued eligibility for this fellowship depends on your maintaining satisfactory academic progress.
- A student can only accept a single stipend in excess of \$10,000.
- Students who receive Research or Travel awards will have their funds transferred to their graduate program. Students are responsible for submitting receipts to their programs for all allowable expenses in accordance with Policy and Procedure Manual (P&PM) sections referenced below.
 - a) Research funds may be used only for specific needs vital to the success of the research. Allowable supplies and expenses may include laboratory supplies, office supplies, photocopying, equipment, etc. UC Davis P&PM 350-21 Departmental Purchase Delegations <http://manuals.ucdavis.edu/ppm/350/350-21.htm>
 - b) Travel funds may be used for transportation expenses, registration, incidentals, meals, lodging, etc. UC Davis P&PM 300 – Travel and Transportation <http://manuals.ucdavis.edu/ppm/contents.htm#300>

NON-RESIDENTS OF CALIFORNIA

U.S. citizens and permanent residents are eligible for nonresident tuition fellowships only for their first three quarters at UC Davis. Refer to the *California Residence for Tuition Purposes* Web site (<http://registrar.ucdavis.edu/html/slr.html>) and contact the Residence Deputy at (530) 752-5029 or (530) 752-4060 immediately upon your arrival in Davis. International students may receive a nonresident tuition fellowship, an in-state fee award, and a living allowance in their first and subsequent years.

FELLOWSHIP EMPLOYMENT REGULATIONS

A reasonable amount of teaching or similar activity constitutes a valuable part of the education experience for our graduate students. Students with fellowships may be permitted to receive additional funds from UC sources through academic appointments not to exceed 50% of full time during the period of the award, provided the appointment does not hinder progress toward the degree.

STUDENTS MAY BE APPOINTED INTO AN ACADEMIC TITLE APPOINTMENT UP TO 50% DURING THE ACADEMIC YEAR. TOTAL APPOINTMENTS DURING THE SUMMER MAY NEVER EXCEED 100% (students who hold fellowships that stipulate restrictions to employment are excluded from this rule – please refer to your particular award letter for possible fellowship/employment restrictions).

STUDENTS WHO HAVE BEEN AWARDED A FELLOWSHIP WITH A FINANCIAL ELIGIBILITY COMPONENT MAY LOSE THAT FELLOWSHIP SUPPORT IF ADDITIONAL FUNDING IS ACCEPTED.

REQUESTS FOR EXCEPTION TO POLICY

Requests for exceptions to these policies need to be made in writing to the Associate Dean of Graduate Studies by the Graduate Program Chair or Department Chair, with concurrence by the Graduate Adviser. Consideration will be given for one or more of the following situations:

- The fellowship recipient has unusual personal or family expenses; e.g. medical or dental bills, or is supporting a family. Documentation must be provided.
-
- The department's teaching or research needs can only be met by this fellowship recipient.
-
- The fellowship recipient has incurred extraordinary expenses in pursuit of the degree program that are not supported by the department's instructional budget; e.g. programs in painting, wood or metal sculpture, etc. Documentation must be provided.

TAX INFORMATION

Refer to Internal Revenue Service Publication 970 (<http://www.irs.gov/publications/p970/index.html>). Fellowships and scholarships are taxable, except for the amount paid for tuition, required fees, books and course-related expenses. The university neither withholds taxes, nor reports such payments to the IRS or State Franchise Tax Board for U.S. citizens and permanent residents. Individuals are required to report this income themselves and to make arrangements with the federal and state tax services to make estimated quarterly tax payments on fellowship income. Information on tax reporting is available in the Government Documents section of the university library (<http://www.lib.ucdavis.edu>), or you may contact the campus tax accountant at (530) 757-8936.

International Students – Refer to Internal Revenue Service Publication 519. Fellowships are paid through the payroll office and taxes are withheld and reported to the Internal Revenue Service (IRS) and the State of California, Franchise Tax Board. Certain individuals from countries with which the United States has a tax treaty may be exempted from federal withholding (<http://www.ucop.edu/ucophome/cao/paycoord/taxstate.html>). More information is available from Services for International Students and Scholars (SISS) at <http://siss.ucdavis.edu/taxation.cfm>.

These policies (except filing the FAFSA), also apply to students who hold awards from outside agencies (e.g. National Science Foundation Fellows, Ford Fellows, etc.) unless the agency stipulates otherwise.