

Criteria for Appointment

For appointment as a Teaching Assistant, graduate students must be enrolled in a full-time program of study and be making satisfactory academic progress. University policy establishes a maximum limitation of 50% time (220 hours of assigned workload) per quarter for graduate student employment. No student is permitted to begin an appointment who has not met all of the applicable academic criteria as listed below.

For *new* and *continuing* graduate students:

- 1) Enrolled in at least 12 units during the current quarter (ie., the academic quarter in which the teaching appointment occurs).
- 2) Combined campus-wide employment of 50 percent time (220 hours of assigned workload) or less during any academic quarter. (*Related Documents: APM 110 (4); APM 410-17b.; APM 410 Appendix A; Student Worker Guidelines (UCI/HR Compensation); 8CFR 214.2f9*)

For *continuing* graduate students:

- 3) During each of the three most recent quarters of enrollment:
 - Completion of 8 units or more of upper division or graduate level credit courses.
 - A letter grade of C, S, or above in all courses completed.
 - No more than two incomplete (I) grades except where stricter school policies apply, as indicated below:
 - a) In the School of Humanities, all incomplete (I) grades must be cleared prior to Fall quarter.
 - b) In the Henri Samueli School of Engineering, all incomplete (I) grades must be cleared prior to Fall quarter.
 - A cumulative GPA of 3.1 or higher in those courses where a letter grade (A through F) was received.
- 4) Graduate students who have not advanced to candidacy for the doctorate, may be appointed as a Teaching Assistant or Teaching Associate (Associate In) for a maximum of 12 quarters including the full period of the current or proposed appointment. Following advancement to candidacy, a doctoral student is allowed to be appointed an additional 6 quarters for a total maximum of 18 appointment quarters. An allowable quarter is counted for any quarter in which the student is compensated, at any amount/rate or percent time.



VI. ACADEMIC STANDARDS FOR STUDENTS

A. *Progress Toward Degree*

1. Satisfactory Progress

A graduate student is expected to maintain satisfactory progress toward an approved academic objective as defined by the faculty of the program, and in accordance with policies of the Graduate Council and the University. It is important that the academic record of the student be assessed each quarter to confirm satisfactory progress. The academic unit should inform the Office of Graduate Studies by contacting the Enrolled Student Affairs Officer, M. Martin, (Ext. 41281) of any action taken with regard to a student's academic record, and should provide copies of any related correspondence between the department/program and the student.

Satisfactory progress is determined on the basis of both the student's recent academic record and overall performance. Criteria for determining satisfactory progress toward degree is outlined below. Student records should be reviewed with special attention to the following criteria:

- **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 UCI's Graduate Council (March 2004). A student exceeding the maximal time to degree shall be deemed not to be making satisfactory progress toward their degree; moreover, they shall not receive University resources (e.g., financial aid, TA-ships, housing, etc.). Normal Time to Degree for each graduate program is listed in the *General Catalogue* and on the OGS website at: http://www.rgs.uci.edu/grad/academic/time_to_degree.pdf.
- **Grade Reports** - all I, W, or NR grades should be reviewed and appropriate action taken as needed.
- **P/NP** - no courses graded "Pass" are to be included as part of the advanced degree program, nor are they to be considered as satisfying academic criteria for University-administered fellowships and academic appointments/employment.
- **Enrollment Units** - students must be enrolled for at least 12 graduate or upper-division units of credit each quarter, including credit for supervised teaching and research, unless part-time status or an academic leave of absence has been approved in advance by the Graduate Dean. In cases of approved part-time status, enrollment in eight (8) or fewer units of credit toward the degree is expected each quarter.
- **Distribution of units** - the number of upper-division and graduate-level units of credit completed toward degree requirements each quarter should be at least eight and no more than 16 units, unless an exception has been approved in advance.
- **Residency** - time in residence prior to advancement to candidacy for the Ph.D. or professional doctorate degree should be within acceptable limits (ordinarily, no more than four years).

2. Unsatisfactory Progress

A graduate student who has not demonstrated satisfactory academic progress is not eligible for any academic appointment/employment (see [Section IV. Academic Appointments and Graduate Student Employment](#)) and may not receive fellowship support or other awards.

a. *Criteria for Determining Unsatisfactory Progress*

- An overall grade point average below 3.0; or
- A grade point average below 3.0 in two successive quarters; or
- Fewer than 24 units completed and applicable toward the advanced degree requirements in the last three quarters; or



- Failure to complete required courses or examinations satisfactorily within the period specified by the graduate program; or
- Failure to pass a required examination in two attempts; or
- Failure to progress academically within the Normal Time to Degree framework specified for the student's graduate program; or
- The appropriate faculty committee's evaluation that there has not been satisfactory progress toward completion of the thesis or dissertation.

NOTE: Unsatisfactory academic progress may be determined on the basis of explicit requirements such as those outlined above. However, the professional judgment of the faculty, upon review of all graduate work undertaken by the student, is paramount, and the faculty of a particular academic unit may establish more restrictive criteria for satisfactory academic progress.

b. Notice of Unsatisfactory Progress

It is very important to give students an early warning of potentially unsatisfactory progress. As a guideline, faculty advisors are encouraged to be direct in communicating orally and in writing with students demonstrating academic difficulties, and should keep a written record of all such communications. Notices of potential unsatisfactory progress should be sent in writing to the student; a copy should also be retained in the academic unit files and another copy sent to the Graduate Dean (120 Administration). The written communication should include specific details on areas that require improvement, provide an outline for future expectations of academic progress, and set meeting dates to maintain continuity in advisement. The purpose of the notice of potential unsatisfactory progress is to provide the student with a period of time (usually at least one academic quarter) in which to make the necessary improvement in their academic status, and successfully complete their graduate study.

If requested by the academic unit to do so, the Graduate Dean will also send a notice of potential unsatisfactory progress to the student.

3. Academic Disqualification

After consultation with the student's academic unit faculty, the Graduate Dean may disqualify a student because of unsatisfactory academic progress as determined by any of the factors noted in this section. Graduate students who fail to make satisfactory academic progress must be officially disqualified from the university in writing by UCI's Graduate Dean after consultation with the student's academic unit faculty. However, in those cases where the student and the academic unit mutually agree that the student will terminate their status as a graduate student (e.g., a decision to end graduate study with a Master's Degree or a decision to withdraw from graduate study for other reasons), then the academic unit and/or student may independently notify the other of this mutual agreement. In all such cases, the Office of Graduate Studies should receive a copy of this documentation between the department and graduate student. (120 Administration, Attention: Enrolled Student Affairs Officer, M. Martin).

Upon recommendation of academic disqualification, the student's academic record is reviewed carefully by the Graduate Dean in consultation with the student's faculty graduate advisor. Unless there are indications of procedural error or other substantive mitigating factors to explain the student's unsatisfactory record, the Graduate Dean will notify the student of the impending action in writing, and will provide a reasonable opportunity for the student to alert the Graduate Dean as to erroneous information or academic records, to submit other relevant information or comments in writing, or to request a second review of their academic performance.

a. Due Process Requirements

To ensure that a decision to disqualify a student from an academic program is just, certain basic "due process" requirements should be met:

UCI TIME TO DEGREE POLICY FOR DOCTORAL PROGRAMS

(A – Normal Time to Advancement; N = Normal Time to Degree; M = Maximum Time to Degree)

School of Social Sciences	A	N	M
Anthropology	3	7	8
Economics	3	5	6
Logic & Philosophy of Science	3.3	5	7
Mathematical Behavioral Sciences	4	6	7
Political Science	3	6	7
Psychology (Cognitive Sciences)	3	5	6
Sociology	4	6	8