

Compliance & Eligibility Verification for Teaching Associates/Graduate Assistants

Student Name:

**NOTE: THE OFFICIAL VERSION
OF THIS FORM IS PRINTED ON
DGS LETTERHEAD**

Term:

Empl ID:

Date:

Supervising Professor:

Graduate Coordinator:

According to our Graduate Division review, you are not in compliance with the campus regulations checked below and therefore are ineligible to be a Teaching Associate/Graduate Assistant. Please refer to the Academic Policy Manual, sections 311 and 312, regarding policy for Teaching Associates and Graduate Assistants. In order to establish eligibility, please contact your department and have the noted deficiencies resolved.

_____ Baccalaureate degree has not been conferred.

_____ Admittance to a graduate degree program with conditionally classified or classified standing has not been granted.

_____ Timely progress toward the completion of the degree has not been achieved. Please consult with your graduate coordinator regarding the following deficiency area(s).

Achieve the following: Classified Graduate Standing _____ Advancement to Candidacy _____

_____ Coursework enrollment is below the required two (2) courses or six (6) units of equivalent graduate level work toward the graduate degree.

_____ Received "RP" (formerly "SP") or "I" grade in the following course(s) _____
Please submit a memo from the instructor of record indicating if satisfactory progress is still occurring and when the course(s) will be completed.

_____ Continuous enrollment is needed if you are completing a comprehensive exam, project, or thesis; or have received an "RP" (formerly "SP") or "I" grade in any course and have no other courses to take toward your master's degree. Forms for Graduate Studies Continuation are located in the Division of Graduate Studies office.

_____ Grade point average is below the 3.00 minimum.

_____ Department of appointment is different from your graduate degree program.

_____ Current appointment exceeds twenty (20) work hours per week.

_____ Current semester appointment exceeds six (6) Weighted Teaching Units.

_____ Teaching Associates are not eligible to teach upper-division lecture course(s) or 200-level course(s).

_____ Your graduate assistant responsibilities must be described in the contract. Please have your supervising professor send an attachment with description of duties.

_____ Other:

When the necessary documentation is provided for eligibility, your contract will be sent directly to Academic Personnel, who will then notify you for contract signature. Thank you for your assistance.

**Contact Jenny Coelho, in the Division of Graduate Studies
(278-2519) if you have questions regarding this notice.**