

GRADUATE STUDENT ACADEMIC APPOINTMENT ELIGIBILITY CHECKLIST

Hiring departments are responsible for verifying eligibility of students proposed for academic appointments. Hiring units that do not have access to a student's academic records must contact the student's major department in order to ascertain eligibility.

The Following are the Minimum Requirements and Criteria for Appointment Eligibility:

- ▶ **Students must be registered by the end of the third week of classes** during the semester in which they hold an appointment. Current registration status can be confirmed on the Office of the Registrar's Web site at <http://registrar.berkeley.edu/regweb.html> or via BearFacts at <http://bearfacts.berkeley.edu>.*

The definition of registration is:

- 1) Enrolled in at least one class (separate from minimum 8 unit requirement to hold an appointment)
- 2) Paid a minimum of 20% of assessed fees/tuition
- 3) Have no registration blocks

- ▶ **Students must be enrolled in a minimum of 8 units by the end of the third week of class** and maintain the units for the entire semester. *

- ▶ **Students on filing fee status are not eligible to hold Graduate Student Instructor (GSI) or Graduate Student Researcher (GSR) appointments.** These students *are* eligible to be appointed as Readers and Tutors.

- ▶ **Minimum GPAs** for holding academic appointments are:

- 1) 3.1 for GSIs and GSRs
- 2) 3.0 for Readers and Tutors

- ▶ Academic appointees may have **no more than 2 incomplete grades** in upper division or graduate courses.

- ▶ Students must be making **satisfactory degree progress**, which includes meeting program benchmarks, not being on academic probation or in lapsed candidacy, and meeting goals set by the faculty.

- ▶ GSIs who are required to complete the **English oral proficiency test** must take and pass the test **before** they can be appointed.

* Readers and Tutors are not required to be registered and enrolled students. However, registered graduate students who are appointed to these titles must still meet all minimum requirements by university deadlines.