

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 home 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 12 unit requirement to hold an appointment)
 - 2) Pay a minimum of 20% of assessed fees/tuition
 - 3) Have no registration blocks
- **Students must be enrolled in a minimum of 12 units, unless already advanced to doctoral candidacy, by the end of the third week of classes** and maintain the minimum of 12 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.
 - All first-time ASEs must attend the New ASE Orientation sponsored by the campus' Labor Relations Office the semester of their appointment. If the ASE fails to attend, he or she is ineligible for future appointments until this requirement is satisfied.
 - GSIs who are required to complete the **English oral proficiency test** must take and pass the test **before** they can be appointed.
 - New GSIs are required to attend the GSI Teaching and Resource Center orientation, complete the GSI Professional Standards and Ethics Online Course, and enroll in and complete a 300-level semester-long pedagogical seminar on teaching.

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