

Print Name: _____ **Date:** _____

Terms for Continued Support August 2015

Note: This document updates the June 2014 version.

I. Masters Students:

Masters students are supported for two years. After that their support will be terminated. However they can stay in the program to finish their degree without support.

II. Doctoral Students:

Preliminary Examination Requirement:

- A student who has not completed the Ph.D. preliminary examination requirement before the start of his/her fourth full academic year in the department will lose his/her financial support.
- A student with a Master's degree in either Mathematics or Statistics who has not completed the Ph.D. preliminary examination requirement before the start of his/her third full academic year in the department will lose his/her financial support.

Any student who does not successfully complete the Doctoral Preliminary Examinations according to the policy stated in the Catalog may not continue in the Doctoral Program in the Department of Mathematics and Statistics at Texas Tech University. Please refer to the online catalog for details. http://www.depts.ttu.edu/officialpublications/catalog/AS_MATH.php#math_grad

PhD students are supported for five years. If a student needs more than five years he/she needs to submit a proposal to the Graduate Committee by November 15 of their fifth year containing the following:

- CV
- Research statement: What is the thesis about? What has been done so far?
- Outline of the work to be done in the next academic year. When is graduation being planned?

- Statement of the advisor supporting the need for further funding and confirming that the student is making satisfactory progress toward completion of their degree.

If a student needs support beyond the sixth year, the same procedure applies.

This year (2015) it applies to all students in their fifth and beyond year, i.e., by November 15 2015, the Graduate Committee has to have received all the proposals of all students in their fifth and beyond year, unless they are planning to graduate during the academic year 2015/16.

III. All Graduate Students:

Students in the following categories are considered as low performing, and they will be put on probation:

- a) Any student who registers for an undergraduate course without the permission of the Graduate Advisor/Director.
- b) Any student receiving a grade C or lower from any course.
- c) Any student who has not registered for at least 10 hours for the duration of each long semester.
- d) Any student who has not registered for at least 6 hours for the duration of each long semester in accordance with their degree plan. This rule does not apply to those who have already satisfied the course requirements in their degree plan. Students who have not yet filed a degree plan are required to register for courses based on the advice of the Graduate Advisor/Director.
- e) Any student who has not chosen a dissertation/thesis/report advisor by the start of their second full academic year and/or not filed a degree plan.
- f) Any student violating the Rules for Teaching Assistants. See Appendix for a detailed list.
- g) You must strive for excellence in teaching. The current departmental average in student teaching evaluations is around 4.2 (of 5.0). You must make sure that your evaluation does not drop below 3.0 (of 5.0). (This refers to the questions: *Overall, was this instructor effective?*)

The probationary period will be two long semesters. If you are put on probation please see the Graduate Advisor and/or the Graduate Director to discuss your case and make a plan for a successful completion of your probationary period.

Any student who is on probation is expected to demonstrate satisfactory progress towards their degree in accordance with their degree plan, and demonstrate competence in their teaching assignments during each of the two long semesters. If the student falls under any of the categories a) – g) during his/her probationary period, then their support will be terminated. The student may reapply for financial support for the following semester.

IV. Additional Rules for International Teaching Assistants

International student are required to pass the English Certification Exam for International Teaching Assistants. As long as they are not approved by the ESL Department they have to take the corresponding ESL Course, resp. ESL Summer Workshop, every semester/summer.

It is expected that students pass the English Certification Exam within two consecutive trials (e.g., for students starting in the Fall: the Summer Workshop and the Fall course).

If a student fails the second attempt, his or her financial support will be reduced by 50%.

If a student fails the English certification exam five times, financial support will be terminated. The student may reapply for financial support after having passed the English certification exam.

These rules will be enforced starting from the Fall semester of 2015.

Signed

Date

Printed Name

Appendix

Rules for Teaching Assistants

1. Classes you are assigned to teach must meet regularly, and on time as scheduled by the registrar. Do not give "walks" before holidays. Classes are to be held for the entire period and in the assigned room.
2. If you cannot teach your class on a given day, you need to ask the Associate Chair for approval. Approval will be given for academic reasons and family emergencies. Approval should be requested as soon as possible, e.g., if for academic reasons, as soon as you know the date you will miss. In any case, it is your responsibility to secure an appropriate replacement to teach your class.
3. A course syllabus must be made out using the format on pages 14 through 17 of the departmental handbook and provided to the students within the first week of classes. The syllabus must be followed and turned into the receptionist. The syllabus must also be approved by your course coordinator.
4. Final examinations are to be given at the scheduled time and in the scheduled room, and no students are to be exempt from the final. You are expected to count the final as a significant part of the course grade.
5. You must keep class records (exam grades, homework, possibly attendance, etc.) in a meaningful manner. These records, as well as the final examination papers, must be turned in to the department office in the form of a grade book, or a signed copy of it, at the end of each semester.
6. If you are the instructor of record, you must keep at least six announced office hours per week. You need to be in your office during your office hours. Your office hours must also be held only during normal business hours (8 a.m. to 5 pm on weekdays).
7. Incompletes (grades of "I") are to be given only with the approval of the Associate Chair. Incompletes are to be considered only when the student is passing but, for reasons beyond his or her control, cannot complete the course.
8. The department maintains a list of tutors, available in MATH201. You must never tutor your own students.
9. Calculators: You are responsible for finding out from the course coordinator about the policy regarding calculators in your course. This must be decided before the start of the semester. You must adhere to this policy in your section(s) and make sure that the syllabus mentions this policy.