

**Terms for Continued Departmental Financial Support
August 2016**

By signing, I agree to comply with all of the terms and conditions for continued departmental financial support. Note: This document updates the August 2015 version.

Signed

Date

Printed Name

I. Masters Students:

Masters (M.S.) students are supported for two years. After that their *departmental financial support* will be terminated. However they can stay in the program to finish their degree without support.

II. Doctoral Students:

Ph.D. students are typically supported for up to five years. (This includes the two years of funding toward their M.S. degree if the M.S. was earned in our department.) A student may be supported for one additional year in exceptional cases, if there is sufficient evidence that they will be able to defend by the end of the 6th year. If a student needs departmental funding beyond the 5th year, then he/she must submit a proposal to the Graduate Committee by *November 15 of their fifth year* containing the following:

- CV
- Research statement: including a brief description of the dissertation topic and what has been done so far.
- Outline and timeline of the work to be done in the next academic year including the expected graduation date and a brief description of the work remaining to be done.
- A brief statement from the student's advisor supporting the need for further funding and confirming that the student is making satisfactory progress toward completion of their degree.

Preliminary Examination Requirement:

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

- A student without a Master's degree in either Mathematics or Statistics who has not completed the Ph.D. preliminary examination requirements before the start of his/her fourth full academic year in the program will lose departmental 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.

III. All Graduate Students:

To continue receiving departmental financial support, students must continue to perform at a high level in their coursework, research, and in their teaching duties. Students who are considered low performing in either category will be put on departmental probation and may lose their departmental financial support.

To remain in **good standing**, students must adhere to the following requirements:

- Maintain an Overall Graduate GPA of 3.0 or higher.
- Maintain a Core Graduate GPA of 3.0 or higher each long semester. (Core Courses are all graduate courses with the exception of the following: special topics courses (5399), seminar hours (5101 and 5104), individual study courses (5099), individual research (7000), and courses that are marked as not for M.S. or Ph.D. degrees.)
- Receive no grades of C or lower in any course.
- Complete any required work for an existing Incomplete grade in the time specified by the professor when the Incomplete grade was issued.
- Receive written permission from the Graduate Advisor or Graduate Chair before registering for any undergraduate course.
- Complete at least 10 credit hours each a long semester.
- Complete at least 6 hours in accordance with their degree plan each long semester. (This rule does not apply to those who have already satisfied the course requirements for 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/Graduate Chair.)
- Choose a dissertation/thesis/report advisor and file a degree plan by the start of their second full academic year.
- Follow all Rules for Teaching Assistants. See Appendix for a detailed list.
- GPTI's must maintain evaluations for the Teaching Effectiveness item on the Student Evaluation of 3.0 (of 5.0) or higher. (This refers to the questions: *Overall, was this instructor effective?*).

If a student is determined to have violated any of these requirements, he or she will be placed on departmental probation. A student on probation will be reinstated to good standing after one long semester of compliance with all of the above criteria.

If a student violates any of the above requirements while already on probation, his/her departmental support will be terminated.

While on probation, the student may continue to receive full departmental support (regular salary) for one semester – pending approval from the Department Chair. If the probation is due to teaching effectiveness or evaluations, the student's duties while on probation may be duties other than teaching.

If the department determines that you are not in good standing, you will receive notice that you are on probation. In this case, please see the Graduate Advisor and/or the Graduate Chair to discuss your case and make a plan for a successful completion of your probationary period and reinstatement to good standing.

IV. Additional Rules for International Teaching Assistants

International students 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 consecutive attempt, or fails to make the attempt, his or her departmental financial support will be reduced by 50%.
- If a student fails the English certification exam, or does not attempt the exam, five times, departmental financial support will be terminated. The student may reapply for financial support after having passed the English certification exam.

These rules will be enforced beginning with the Fall semester of 2016.

Appendix A:

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 are obliged to report that, and identify a substitute for your class yourself. The department will not find a substitute for you. Cancelling any class without a substitute may lead to immediate termination of support. Approval needs to be given, for academic reasons and family emergencies, by the departmental administration. 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 also be approved by your course coordinator. Once approved, it must be turned in to the receptionist. The syllabus must be followed throughout your course.

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 p.m. on weekdays).
7. Incompletes (grades of "I") are to be given only with the approval of the *Department Chair*. Incompletes may be considered only when the student is passing but, for reasons beyond his or her control, cannot complete the course. Appropriate documentation is required for the Incomplete to be approved.
8. You must never tutor your own students. The department maintains a list of tutors, available in MATH 201 and on the department web page.
9. Calculators: The course coordinator sets the calculator policy for the course. You are responsible for finding out the policy from your course coordinator. This policy must be decided before the start of the semester and included in your syllabus. You must adhere to this policy in your section(s).

Appendix B:
Appeals

If a student wishes to appeal any probation or funding decision, that appeal must be made in writing to the Department Chair. The Chair will review the case with the Executive Committee and inform the student of the decision.