

From: Vice Provost and Dean Robin L. Garrell

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Subject: Guidance on Approving ASE Appointments Beyond the 12-Quarter Limit



Graduate Division

Deans and Department Chairs

Deans, please forward this to your IDP Chairs.

Following the [announcement \(PDF\)](#) that was sent on January 31, 2019, the Graduate Division has received numerous requests for guidance on the process for approving ASE appointments beyond the 12-quarter limit prescribed by APM 410 and 420. This memo provides clarifications.

Effective July 1, 2019, the student's home academic department/IDP Chair or Vice Chair may, at its discretion, formally approve exceptions for ASE employment for quarters 13 through 15, if the student meets *all* of the following criteria:

- has formally advanced to doctoral candidacy;
- is in good academic standing;
- is within the published normative time-to-degree for their PhD program.

If a student does not meet one or more of the above criteria, the department is not allowed to approve an exception, but instead must follow the usual Graduate Division exceptions process.

The home academic department/IDP has discretion in deciding whether to submit an exception request to the Graduate Division for review and should be judicious in doing so. For a case to merit consideration, it must be grounded in truly exceptional circumstances that are specific to the particular student, and not be motivated primarily by departmental needs. Approval is not automatic. Departments should not offer the student an ASE appointment unless and until approval has been obtained.

In submitting the exception request, it is critical that all essential information be forwarded completely and in a timely manner. Materials submitted with these requests should include:

- the student's projected curricular program/academic plan/dissertation timeline;
- statement from the student's faculty advisor justifying additional employment based on the benefit to the student rather than the needs of the department;
- statement from the student as to the educational, research and/or training benefit of the ASE appointment;
- if a student is beyond a department's published normative time-to-degree, a statement from the Chair or Vice-Chair explaining the delayed progress and justification for employment (required)

We hope this provides clarity on how home academic departments and IDPs should handle possible ASE employment beyond the 12th quarter. If you have any questions, please contact the Fellowships and Financial Services Office at gdsupport@grad.ucla.edu or X5-1025.

With best regards,

Robin L. Garrell

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