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Graduate Council Graduate Division

**To: Deans, Directors, Department Chairs and Student Affairs
Officers**

Dear Colleagues:

At its April 23, 2021, meeting the Graduate Council approved revisions to the Test of Oral Proficiency (TOP) effective summer 2021. **The revised policy allows graduate students whose first language is not English and who wish to hold TA positions to be exempt from this testing requirement if they have earned a prior undergraduate degree from an institution at which English was the sole language of instruction.**

As a reminder, all other requirements to hold TA positions remain the same, as noted under the [Academic Apprenticeship Personnel Manual](#):

1. Must be registered and enrolled in at least 12 units by the end of the third week of the term, and must remain registered and enrolled throughout the term;
2. Have at least 3.0 cumulative GPA at the time of appointment;
3. Must be enrolled in a 375 course for the applicable terms appointed;

4. The total length of service in any one or any combination of ASE titles (includes teaching assistant/associate, fellows, tutors, readers, special readers) may not exceed 18 quarters;
5. Teaching Assistant/Associate and Fellows titles should be under the general supervision of the regular faculty member in charge of the course.

Questions concerning Academic Apprentice Personnel policy and procedures should be directed to Academic Apprentice Personnel Coordinator, Victor Cisneros (vcisneros@grad.ucla.edu) / (310) 825-794-9077.

Best regards,

Andrea Kasko

Chair, Graduate Council

Susan Ettner

Interim Dean, Graduate Division

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