

Department of Education Studies
University of California, San Diego

**M.Ed./Credential & MA/ASL
Programs
Administrative Handbook
2021-2022**



Campus & School Site Safety Procedures

As professional preparation students in EDS Master's/Credential programs, you have the professional responsibility to be informed about and to observe all UC San Diego campus safety regulations as well as the safety policies instituted by your fieldwork or clinical practice site as a tutor, apprentice teacher, student teacher, intern or resident.

UC San Diego Campus Regulations (as of 9/22/21)

- [Return to Learn Campus Safety Requirements](#). This site is updated as conditions change. **Please bookmark the site** and be sure to pay particularly close attention to the following requirements:
 - Face Coverings.
 - Regardless of vaccination status, all persons must wear a mask or face covering at all indoor locations at UC San Diego. Recommended masks/face coverings are described on the website as well as limited exceptions for indoor masking.
 - Note that face coverings are required and no food or drink is to be consumed during indoor meetings, **including all EDS classes**.
 - Note that although face coverings are not required while driving in a car alone or solely with members of your household, **carpooling with UCSD students who are not members of the same household** should be considered an indoor setting where masks should be worn.
 - Symptom and Exposure Screening.
 - Note that you will need to complete the **UCSD Symptom Checker** whenever you will be on campus for class or any other reason, as well as when you are reporting to your fieldwork or clinical practice placement site (tutor, apprentice, student or resident teaching, or internship) since this is considered part of your coursework (EDS 129ABC/139, EDS 190, EDS 349, EDS 369AB, EDS 379ABC).
 - Protocols for UCSD students who are symptomatic and/or who have been exposed to COVID are described on the website and in the symptom checker via the “colored thumb” message received when completing the symptom checker. **Completing the Symptom Checker is the quickest way** to access testing and support from campus, including any procedures or resources, such as housing, that might be necessary for isolation or quarantine, as well as resources for safeguarding your physical and mental health.
 - EDS Master's/Credential students should complete the UCSD Symptom Checker right away if experiencing symptoms and/or upon exposure to COVID. Notify your Supervisor and course instructors

after you have received advice through this system. **Do not attend classes on campus or at your school site unless you have received clearance through the Symptom Checker.**

- COVID-19 Testing.
 - **Note that vaccinated students are required to test weekly for the first four weeks of the quarter.** Unvaccinated students are required to test twice a week on an ongoing basis. Options for testing are described on the website.

Questions to Ask at Your School Site (Fieldwork, Student or Resident Teaching, or Internship):

- COVID-19 Vaccination: The California Department of Public Health requires that all workers in public and private schools serving TK-12 students show evidence of vaccination status (see [Order of August 11, 2021](#)).
 - UCSD students completing fieldwork (tutors, apprentice teachers), and clinical practice (student or resident teachers) should be prepared to show evidence of vaccination upon first arrival at the school site. **UCSD staff and faculty are not allowed to share information about student vaccination status so you will need to provide your own evidence of vaccination.**
 - Intern teachers are school district employees and thus required to provide evidence of vaccination as part of the employment process.
 - Questions to ask:
 - How, when, where and to whom do I need to provide evidence of vaccination?
- Access to school sites:
 - Access to school sites by UCSD students completing fieldwork or clinical practice is at the discretion of the school district and site administration. Information about all non-employees on campus is critical, particularly in the event that contact tracing is needed.
 - Questions to ask:
 - Where do I sign in at the school site?
 - Are there any other procedures in place for entering the campus?
- Face coverings:
 - Universal masking is required indoors for all individuals regardless of vaccination status in all California public and private TK-12 schools ([California Department of Public Health](#)).
 - Questions to ask:
 - Are there particular requirements for acceptable face coverings at your school site?
 - Are face coverings required outdoors at your site?
- Symptom & Exposure Screening:
 - Remember that you are to complete the UCSD Symptom Checker daily when attending your school site, even if you are not going to the UCSD

campus. If you have symptoms and/or exposure to COVID, **do not report to your school site** and notify your Cooperating or Resident Teacher and your University Supervisor (Intern Teachers should follow school site policy as well as notifying the University Supervisor).

- Questions to ask:
 - Is there an additional Symptom Checker or other screening tool that you need to complete at your school site?
- **COVID-19 Testing:**
 - Follow the current UCSD requirements for COVID-19 testing on the [Return to Learn Campus Safety Requirements](#) webpage.
 - Questions to ask:
 - Is additional asymptomatic testing required by your school site or district?

EDS Grading Standards for Graduate Students

Grading standards for **graduate students** are different from grading standards for undergraduates. Grades that may have been acceptable at the undergraduate level (such as B-, C+) are not acceptable grades for graduate students. This document is intended to give you guidance in understanding what is expected of you and to help you interpret the grades you receive in the upper-division and graduate level courses you take as a graduate student.

Additionally, you should know that the Graduate Division monitors the GPA of all graduate students. A graduate student whose overall GPA drops below a 3.0 is placed on Academic Probation. Students on Academic Probation risk dismissal if their GPA remains below 3.0 in future quarters.

Although you may have few or no S/U courses allowed in your program, you should be aware of the University's S/U grading policy. According to UCSD policy, the minimum standard of performance for a grade of S (satisfactory) in a course that is offered S/U shall be the same as the minimum performance for a grade of B-. Any grade below B- performance results in a grade of U (unsatisfactory) in a S/U course.

Internally, the Department requires a minimum of a B letter grade in all EDS courses. A grade of B- or lower requires improvement and a letter from the Director will be placed in the student's file.

As of Spring quarter 2020, a grade of C or less in any EDS course, will put the student in Departmental Academic Probation, which may result in dismissal from the program. It will also prevent a student from working as an Instructional Assistant (Reader, Tutor, GSR).

| | |
|-------------|--|
| A | Excellent Work, expected performance |
| A- | Good work, improved performance encouraged |
| B+ | Acceptable work, improved performance expected |
| B | Minimally acceptable work, greatly improved performance expected |
| B- | Marginal work, very poor performance (letter from Director with copy placed in student's file) |
| C+ or lower | Unacceptable performance at the graduate level (may be subject to dismissal) |

Students who receive grades indicating that improvement in future courses is expected and who need guidance on how to improve, are encouraged to confer with the course instructor and other program faculty.

Developing as a Professional Educator

The development of professional demeanor and appropriate behavior when working with university faculty, staff, school personnel, and parents, is central to becoming an effective K-12 teacher. Thus, EDS graduate students are expected to behave as a practicing professional by arriving on time and participating actively in all courses and seminars. EDS faculty are expected to document the attendance and participation of graduate students in all EDS courses and seminars. Attendance in all EDS courses is mandatory. Please do not consider taking time off during the program. For further questions about attendance, please contact each of your individual instructors. Similarly, EDS graduate students are expected to arrive on time for school visitations and practice teaching, and they are responsible for coordinating their schedules and behaving in a professional manner with school personnel, support providers, supervisors, students, and parents in the school setting. ***Failing to meet program professional expectations may be cause for disciplinary action by the Director and possible dismissal from the program.***

EDS Grading Options

When enrolling in classes on TritonLink, you are given the option of a letter grade or a Satisfactory/Unsatisfactory (S/U) option. The EDS graduate program ONLY allows the

following courses to be taken for a S/U grading option:

EDS 139

EDS 349

EDS 369A, and EDS 369B

EDS 379A, EDS 379B, and EDS 379C

EDS 190

EDS 290

EDS 295

EDS 500

The rest of your coursework **MUST BE DONE** for a **LETTER GRADE option ONLY**.

Important Tip: Please make sure to enroll for the correct **courses, grading option, and number of units** for each one of the classes that are included in your particular Course of Study. It is your responsibility to make sure that you will receive the proper credit for your M.A., or M.Ed./Credential coursework. Failure to do so may result in a shortage of units and/or problems that will prevent you from obtaining your degree/credential in a timely manner.

ENROLLMENT IS YOUR RESPONSIBILITY AS A GRADUATE STUDENT.

Please make sure that each quarter, including summer session, **your enrollment reflects your required course of study.**

It is your responsibility to ensure that you are properly enrolled in every assigned course, with the correct number of units and letter grade option required for each class.

If you failed to enroll in any course or practicum, but you attended the class, you will not get credit for your work and will need to retake the course (usually one year later), or redo the practicum (ex. 2 units of EDS 139), in order to get the proper credit for the M.Ed. or MA.

The Graduate Division (GD) will not approve adding/dropping classes retroactively, after the deadlines, without petitioning to the Dean and presenting a valid excuse.

Enrollment and Registration

To enroll in classes for the Summer, Fall, Winter, and Spring quarters, you must use [Tritonlink](#) on the UCSD website. You will be asked to enter your PID number. You

should look online for the same crucial deadlines each quarter within the Registrar's Website. The Schedule of Classes for each quarter may be accessed online through [Tritonlink](#).

The University sends an electronic billing statement each quarter. However, registration fees are payable by the published deadlines regardless of whether or not you received the electronic billing statement. Therefore, **IT IS YOUR RESPONSIBILITY TO PAY YOUR FEES BY THE ESTABLISHED DEADLINE** even if you do not receive a bill. **Otherwise, you will be dropped from your classes.**

The deadlines to pay fees without a late fee for the 2021-2022 academic calendars are as follows:

| Quarter | Deadline |
|-------------|--------------------|
| Fall 2021 | September 17, 2021 |
| Winter 2022 | December 17, 2021 |
| Spring 2022 | March 18, 2022 |

To pay, you may use E-Check on [Tritonlink](#) or you may either drop your check at the Central Cashier's drop box or send it to Central Cashier's Office, **Student Services Center - First Floor**, 402 University Center, 9500 Gilman Drive, UCSD, La Jolla, CA 92093-0009. Always include your student PID number on the check. If you have any questions about your payment, call the Cashier's at 858-534-3725. If you have questions about your billing statement, call SBS 858-822-4727. Any questions about Financial Aid, please call 858-534-4480.

There is a deferred payment program-**TRIP**-that allows registration fees to be paid in up to three installments each quarter (not including summer). You may find more information including a link to apply via their website <http://sfs.ucsd.edu>. If you have any questions, please call the SBS office at 858-822-4727.

PLEASE NOTE: Your graduate student mailbox will be available in the EDS Graduate Commons (once we are all back on campus). All university mail from EDS and other UC San Diego departments will be sent here, and not to your home address. **CHECK YOUR EDS MAILBOX AND YOUR EMAIL ON A REGULAR BASIS.** We rely on these two methods to get important information to you.

UC San Diego Tritonlink

By using your Student ID and PAC (Personal Access Code) you can add, drop, change,

and waitlist sections online. To acquire your Student ID and PAC number, visit your online admission status page for instructions.

Snapshot of other features available to students on [Tritonlink](#) Tools:

- View an updated version of the Schedule of Classes and Register for courses under [Enrollment](#).
- View your Billing Statement, Financial Aid, Health Fee Waiver and make payments under [Finances](#).
- Verify your Residency Status for Tuition Purpose under Finances.
- Update your Addresses (mailing and e-mail), Emergency Contacts, and Directory Publishing Restrictions under [Personal](#).
- View your Academic History, Classes and Waitlists, Weekly Planner, Majors and Holds under [Grades and Transcripts](#).

For a listing of all tools and shortcuts available via [Tritonlink](#) visit:

<https://students.ucsd.edu/my-tritonlink/tools/index.html>

Web Tutorial on Registration:

http://iti.ucsd.edu/ITSProj/WEBREG1/story_html5.html

Two-Step Login for Students (required)

Two-step login is required for all UCSD students. It applies to nearly all student online functions, including accessing Gmail, registering for classes, paying bills, performing degree audits and connecting via VPN. If you have questions or need help, including access to a compatible device, please contact the Service Desk via one of these options:

Email: servicedesk@ucsd.edu

Phone: 858-246-4357

Web: <https://servicedesk.ucsd.edu>

Walk-up: AP&M building, first floor

Visit: <https://twostep.ucsd.edu> for additional information, and thank you for your support to keep your information safe.

Service Desk at <http://support.ucsd.edu/> .

Documentation on this process can be found at: <https://ucsd.edu/go/newstudent>

Required Number of Units for Financial Aid / International Students/Working as an Instructional Assistant/Receiving Fellowships

In order for you to receive **Financial Aid**, or **work as an IA (Reader, Tutor, GSA)**, you must be enrolled in a **minimum of 12 units** each quarter (Fall, Winter, Spring), or 36 total for the full academic year (not including Summer). For Summer Quarter, **6 units** are required. In addition, you must maintain a GPA of 3.0. Your unit requirement may depend on what type of financial aid packet you receive, so please make sure to verify this information with the [Financial Aid Office](#). If you drop a class, please contact the Financial Aid unit to learn about any possible implications.

Same applies for **International Students**. Although the curriculum may not require full-time status (for each quarter), International Students in F-1/J-1 visa status must remain enrolled full-time each academic term (FA, WI, SP) in order to maintain status.

You will notice in certain programs that your **Course of Study** during a particular quarter might need additional units to reach the required unit count of **12 units per quarter**. Please contact the Financial Aid Office if you have any questions.

Therefore, if you are receiving Financial Aid: Please be sure to check with the Financial Aid Office and follow their requirements and enroll in the minimum number of units required for Fall, Winter, Spring and Summer (if needed).

For details regarding this information, or if you have any additional questions, please email Maria Gomez from the Financial Aid Office at mcg017@ucsd.edu or (858) 822-6572

Please note that if you are receiving any university fellowship and/or if you are employed by the university as an Instructional Assistant (Reader, TA, Grad Tutor), you must enroll as a full-time student in 12 units each quarter. If your EDS course of study does not reflect the 12 unit count at any particular quarter, please contact the Department that you are working for to ask them to allow you to enroll in their TA Apprentice Class (example LING 503 for the Linguistics Department), and/or another course to make up for the difference, like EDS 290. If this is your case, please contact Giselle Van Luit at gvanluit@ucsd.edu to see under who you should enroll for this class and for how many units.

2020-2021 Graduate Student Fees/Tuition

Note: These amounts are subject to change

The information included in the chart below is subject to change. *The 2021-22 Tuition Chart will be available in August.*

<https://students.ucsd.edu/finances/fees/registration/index.html>

<https://grad.ucsd.edu/financial/tuition-fees.html>

Full Time Tuition/Fees for CA RESIDENTS (7 units or more)

| | Fall | Winter | Spring | Total |
|-----------------------------------|------------|------------|------------|-------------|
| Student Service Fee | 376.00 | 376.00 | 376.00 | 1,128.00 |
| Tuition | 3,814.00 | 3,814.00 | 3,814.00 | 11,442.00 |
| University Center Fee | 101.46 | 101.46 | 101.46 | 304.38 |
| Recreation Facility Fee | 117.00 | 117.00 | 117.00 | 351.00 |
| Student Transportation Fee | 64.58 | 64.58 | 64.58 | 193.74 |
| GSA Fee | 12.00 | 12.00 | 12.00 | 36.00 |
| Health Insurance Fee | 1,300.00 | 1,300.00 | 1,300.00 | 3,900.00 |
| Registrar's One Time Document Fee | 100.00 | | | |
| Total W/O health insurance: | \$4,585.04 | \$4,485.04 | \$4,485.04 | \$13,555.12 |
| Total WITH health insurance | \$5,885.04 | \$5,785.04 | \$5,785.04 | \$17,455.12 |

NONRESIDENT Tuition/Fees are substantially higher. Please visit the link provided above for details

Graduate CA **Non-Resident Supplemental Tuition** includes an additional supplementary fee of \$5,034 per quarter until CA residency is established. Please note that the Department will NOT cover Non-Resident supplemental tuition for Non-Residents of CA. We highly recommend that (if eligible), non resident students apply for California Residency for tuition purposes as soon as they arrive in CA in order

to avoid paying non-Resident tuition/fees during the second year of the program. We ask that if this is your situation, you look into the [requirements](#) and apply early enough and as soon as your filing period begins.

- Students are also responsible for payment of all fees by the applicable fee payment deadline.

As part of your course of study, **summer enrollment** is required. Summer fees are not part of the academic quarter and the cost is per unit at approx. (\$349.00). For more information about summer tuition/fees please refer to [Summer Session](#). If you would like to learn more about financial aid for Summer Session enrollment, please contact the [Financial Aid Office](#).

Funding Opportunities

Applying for [Federal Student Aid \(FAFSA\)](#) is a good option, but there are also other resources available from Federal and State revenues that come in the form of scholarships and grants. We invite you to look at our [EDS Funding Opportunities](#) page for a complete list of options and details.

If you will be applying for the [Golden State Teacher Grant Program](#), please make sure to apply after July 1 of the year you are admitted to EDS, and as soon as possible since funding is limited.

Academic and Administrative Calendar 2021-22

| Fall 2021 | |
|----------------------|-----------------------------|
| Fall Quarter begins | Monday, September 20 |
| Instruction begins | Thursday, September 23 |
| Veterans Day Holiday | Thursday, November 11 |
| Thanksgiving Holiday | Thursday – Friday, November |

| | |
|---------------------------------|------------------------------------|
| | 25-26 |
| Instruction ends | Friday, December 3 |
| Final Exams | Saturday – Saturday, December 4-11 |
| Fall Quarter ends | Saturday, December 11 |
| Winter Break | Thursday – Friday, December 23-24 |
| New Year Holiday | Thursday – Friday, December 30-31 |
| - 49 Days of Instruction - | |
| - 60 Days in Quarter - | |
| Winter 2022 | |
| Winter Quarter begins | Monday, January 3 |
| Instruction begins | Monday, January 3 |
| Martin Luther King, Jr. Holiday | Monday, January 17 |
| Presidents' Day Holiday | Monday, February 21 |

| | |
|----------------------------|----------------------------------|
| Instruction ends | Friday, March 11 |
| Final Exams | Saturday – Saturday, March 12–19 |
| Winter Quarter ends | Saturday, March 19 |
| - 48 Days of Instruction - | |
| - 55 Days in Quarter - | |
| Spring 2022 | |
| Spring Quarter begins | Wednesday, March 23 |
| César Chávez Holiday | Friday, March 25 |
| Instruction begins | Monday, March 28 |
| Memorial Day observance | Monday, May 30 |
| Instruction ends | Friday, June 3 |
| Final Exams | Saturday – Friday, June 4–10 |
| Spring Quarter ends | Friday, June 10 |
| Commencement programs | Saturday – Sunday, June 11–12 |

| | |
|--|----------------------------------|
| - 49 Days of Instruction - | |
| - 58 Days in Quarter - | |
| Summer Session I 2022 | |
| Instruction begins | Monday, June 27 |
| Independence Day Holiday | Monday, July 4 |
| Instruction ends | Friday, July 29 |
| Final Exams | Friday – Saturday, July 29-30 |
| Summer Session II 2022 | |
| Instruction begins | Monday, August 1 |
| Instruction ends | Friday, September 2 |
| Final Exams | Friday - Saturday, September 2-3 |
| Labor Day Holiday | Monday, September 5 |
| Summer Special Session 2022 | |
| For Special Session dates and deadlines, see Summer Session Calendar or Schedule of | Varies by class |

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|-------------------------|--|
| Classes | |
|-------------------------|--|

Independence Day holiday: Monday, July 4, 2022

Labor Day: Monday, September 5, 2022

Download the calendar: If you use Outlook, you can download the [2021-2022 calendar.ics file](#) and add these holidays to your calendar. Instructions:

1. Click the [calendar.ics](#) link.
2. Save the .ics file on your computer.
3. Go to Outlook and click on the File tab > Open > Import.
4. Highlight **Import an iCalendar (.ics) or vCalendar (.vcs) file** and click **Next**.
5. Browse to the file you just saved.
6. Click **OK**.
7. Select **Open as New** to create a separate holidays calendar or **Import** to import the holidays into your existing calendar.

[Enrollment and Registration Calendar 2021-22](#)

| Description | Fall | Winter | Spring | Summer |
|--|------|--------|--------|--------|
| | 2021 | 2022 | 2022 | 2022 |
| Deadline for academic advising offices to submit degree audits to Registrar | 2/25 | 5/20 | 8/19 | N/A |
| Deadline to enter holds for the enrollment/registration cycle | 5/14 | 11/1 | 2/7 | N/A |
| Schedule of Classes and enrollment appointment times available | 5/18 | 11/3 | 2/4 | TBD |
| Effective date for enrollment holds | 5/11 | 10/27 | 1/26 | N/A |
| Enrollment begins for all continuing students | 5/21 | 11/8 | 2/12 | TBD |
| Wait Lists Open | 5/29 | TBD | TBD | TBD |

| | | | | |
|--|------|-------|------|---|
| Effective date for fee payment holds | TBD | TBD | TBD | N/A |
| New Undergraduate student enrollment begins (New Graduate students check with your program) | 8/16 | N/A | N/A | TBD |
| Deadline to apply for readmission (Undergraduate students) | 8/1 | 11/1 | 1/1 | N/A |
| Billing statement available on TritonLink . (eBill available continuing students) | 9/2 | 12/2 | 3/2 | Session I, TBD Session II, TBD Special Session, TBD |
| Registration fee payment deadline (after this date, late fees apply) | 9/17 | 12/17 | 3/18 | Session I, TBD Session II, TBD Special Session, TBD |
| Deadline for mandatory health insurance waiver - all students (after this date, \$50 late waiver fee will apply until late waiver deadline, see below.) | 9/10 | 12/10 | 3/13 | N/A |
| Deadline for students not attending (who are receiving financial aid, full-fee waivers or graduate fellowships/scholarships) to notify university that they will not attend. See | 9/17 | 12/10 | 3/18 | N/A |

| | | | | |
|--|------|-------|------|--|
| the schedule of refunds for more information. | | | | |
| Quarter begins | 9/20 | 1/3 | 3/23 | Session I, 6/27 Session II, 8/1 Special Session, Varies by Class |
| Late registration fee payment deadline (to avoid being dropped from enrolled classes or wait listed courses) | 9/22 | 1/3 | 3/28 | Session I, TBD Session II, TBD Special Session, TBD |
| First day of classes | 9/23 | 1/3 | 3/28 | Session I, 6/27 Session II, 8/1 Special Session, Varies by Class |
| Late health insurance fee waiver deadline (no waivers will be accepted beyond this date) | 9/15 | 12/15 | 3/17 | N/A |

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|--|-------|------|------|---|
| Automatic wait lists officially end | 10/7 | 1/13 | 4/7 | Session I, TBD Session II, TBD Special Session, TBD |
| Deadline for all students to add or re-enroll in classes if canceled for non-payment via WebReg (undergraduate and graduate students) | 10/8 | 1/14 | 4/8 | Session I, TBD Session II, TBD Special Session, Varies by Class |
| Deadline for undergraduate students to apply for part-time status | 10/8 | 1/14 | 4/8 | N/A |
| Deadline for Graduate students to file for leave of absence, in absentia or to apply for half-time study for current quarter | 10/8 | 1/14 | 4/8 | N/A |
| Deadline to file for Advancement to Candidacy for Master's degrees | 10/8 | 1/14 | 4/8 | N/A |
| Deadline for all students to change grading option (undergraduate and graduate students) | 10/22 | 1/28 | 4/22 | Session I, TBD Session II, TBD Special Session, Varies by |

| | | | | Class |
|---|-------|------|------|---|
| Deadline for Undergraduate students to change units | 10/22 | 1/28 | 4/22 | Session I, TBD Session II, TBD |
| Deadline for Graduate students to change units | 12/3 | 3/11 | 6/3 | Session I, TBD Session II, TBD |
| Deadline for all students to drop classes <u>without</u> "W" grade on transcript (undergraduate and graduate students) | 10/22 | 1/28 | 4/22 | Session I, TBD Session II, TBD |
| Deadline for Undergraduate students to drop <u>with</u> "W" grade on transcript | 11/5 | 2/11 | 5/6 | Session I, TBD Session II, TBD Special Session, Varies by Class |

| | | | | |
|---|------------|-------------|-------------|--|
| Deadline for Graduate students to drop with "W" grade on Transcript | 11/29 | 3/4 | 5/27 | <p>Session I, TBD</p> <p>Session II, TBD</p> <p>Special Session, Varies by Class</p> |
| Last day of classes before finals | 12/3 | 3/11 | 6/3 | <p>Session I, 7/29</p> <p>Session II, 9/2</p> <p>Special Session, Varies by Class</p> |
| Finals week | 12/4-12/11 | 03/12-03/19 | 06/04-06/10 | <p>Session I, 7/29-7/30</p> <p>Session II, 9/2-9/3</p> <p>Special Session, Varies by Class</p> |
| Deadline to file for "Removal of Grade Incomplete" from previous quarter | 12/11 | 3/19 | 6/10 | N/A |

| | | | | |
|---|-------|------|------|--|
| Quarter ends | 12/11 | 3/19 | 6/10 | Session I, 7/30 Session II, 9/3 Special Session, Varies by Class |
| Deadline to file for a Request to receive a grade of "Incomplete" | 12/13 | 3/21 | 6/16 | Session I, TBD Session II, TBD Special Session, Varies by Class |
| Grades available on TritonLink | 12/16 | 3/24 | 6/16 | 1 week after class ends |

Summer Session

- **Special Session:** TBD (Special Session dates vary by class. See the Schedule of Classes and WebReg for official class start and end dates).
- **Summer Session I:** 6/27 - 7/30
- **Summer Session II:** 8/1 - 9/3

Schedule of classes & final exam schedule: For information regarding the schedule of classes and final examination schedules, please see [Schedule of Classes: Publication Calendar](#). **Academic and administrative holidays:**

- **2022:** Jan. 17; Feb. 21; Mar. 25; May 30; July 4; Sept. 5; Nov. 11, 24, 25; Dec. 23, 26, 30
- **2021:** Jan. 1, 18; Feb. 15; Mar. 26; May 31; July 5; Sept. 6; Nov. 11, 25, 26; Dec. 23, 24, 30, 31

Fall 2021 Important Deadlines

1. ENROLLMENT DEADLINE 09/17/21

Please be sure to have enrolled for your classes by this date. The TritonLink Website is: <http://tritonlink.ucsd.edu>. Questions regarding scheduling may be directed to [Melissa Wolf](#) **BEFORE** this deadline. [Please look at your course of study in the handbook for verification of which classes to enroll for.](#) You will find the schedule of classes for each quarter on TritonLink. Make sure that your GRADUATE screen on TritonLink is showing **GRADUATE** status before you enroll for classes.

2. FEE PAYMENT DEADLINE 09/17/21

Your courses will be canceled if you do not pay your fees by this date **EVEN IF YOU DO NOT RECEIVE AN ONLINE BILL**. If you anticipate financial difficulty, contact [Giselle Van Luit](#) at EDS **well in advance** of this date. We are here to be of service, please do not hesitate to ask for assistance.

3. WAIVER OF HEALTH INSURANCE FEE 09/10/21

If you do not require the university provided student health insurance, please be sure to complete the appropriate online submission **prior** to this deadline (see "Health Insurance Waiver" information in this handbook). If you have questions about this, please contact any Student Insurance Representative at 858-534-2124.

4. DEADLINE TO ADD COURSES 10/8/21

Courses must be added early in the quarter. If you do not know whether you need to add a course, contact [Giselle Van Luit](#) (858-534-2958).

5. DEADLINE TO APPLY FOR PART TIME STATUS 10/8/21

Registration fees are significantly reduced if you are taking 6 units or less in a quarter and become a Part Time student. You **MUST APPLY FOR PART TIME STATUS through EDS prior to this deadline**. Contact [Giselle Van Luit](#) so that she can initiate the process for you. **NOTE:** Once a graduate student is approved for half-time status, it will continue each quarter thereafter and the student will be automatically assessed reduced fees **UNLESS THE STUDENT ENROLLS IN EXCESS OF 6 UNITS**. For information on part-time study eligibility, application, and reduction in fees, please visit [Half-Time Study \(Graduates\)](#)

6. **DEADLINE TO FILE FOR A LEAVE OF ABSENCE** **10/8/21**

Please note that by filing a Leave of Absence, you may have up to three quarters off from the program. If you do not formally file for a Leave of Absence, you will lose your graduate standing at the University after one quarter without taking courses. You will need to petition to be Readmitted into the program. Please contact [Giselle Van Luit](#) if you need a form or have any questions.

7. **DEADLINE TO CHANGE GRADING OPTION/UNITS/DROP COURSES** **10/22/21**

You must verify whether you need to take a course for a letter grade, or whether you intend to drop a course without a “W”, **prior to the end of the FOURTH week of classes**. Nevertheless, after the 2nd week of classes, all changes must meet Add/Drop guidelines established by the Graduate Division. An Add/Drop card must be signed by the department’s graduate advisor, and the Graduate Division so that the Registrar’s Office can process the change. The deadline to drop classes “with a W” is 11/29/21. Grades will be available on Tritonlink on 12/16/21.

Graduate Student Status & Enrollment

Graduate students at the University must be enrolled each quarter in their specific approved course of study.

If you are not able to enroll in any given quarter, you must contact your M.Ed. faculty supervisor, or the Director of the MA program, and the Director of Teacher Education, as well as [Giselle Van Luit](#) in order to consider taking a [Leave of Absence or a Withdrawal](#):

- a) [Leave of Absence](#) (LOA) when the student has an intention to return to the University. Students are eligible for a maximum of (3) quarters of Leave of Absence with departmental approval. The (3) quarters must be taken in sequence and for a full year. When planning on returning from a Leave of Absence, a student must notify [Giselle Van Luit](#) regarding the quarter in which the student intends to register.

OR

- b) [Withdrawal](#) when the student is leaving the University and not planning to return. The date of withdrawal used in calculating a refund will be the date on which the form is submitted to the Graduate Division. Refer to the Schedule of Classes for refund information. Students who withdraw from the University, may petition for [Readmission](#).
- If you are not able to return from the Leave of Absence as projected, the LOA status will expire, and a withdrawal from the University will be officially submitted by EDS.

Student Financial Solutions

[Student Financial Solutions](#) (SFS) is your one stop resource for everything related to your student account. SFS transitioned to the UC San Diego Services & Support portal where you will be able to find answers, request services and get help for the following services.

- Help with billing and payment
- Refund requests and financial aid disbursements
- Third Party/VA Sponsorship payments
- Campus Based Loans repayments
- Student Tax documents (Form 1098T)
- Campus ID Card

Any questions regarding the above service areas, please contact the new UC San Diego Services & Support portal for students: <https://support.ucsd.edu/students>.

You will be able to access knowledge base articles for frequently asked questions and submit a ticket for more customized support. Active Directory (AD) access is needed to submit a ticket.

Parents, non-current students, and campus partners may contact [Student Financial Solutions](#) directly by emailing sfs@ucsd.edu (this will also create a ticket in the Services & Support portal).

Effective April 1, 2022, the Division of Graduate Education and Postdoctoral Affairs is pleased to announce the transition of the [Third-Party Billing](#) to [Student Financial Solutions](#), to better streamline the third-party billing process for international and domestic sponsoring agencies.

The Graduate Student Financial Support and Student Financial Solutions teams will continue to work closely to monitor graduate student account packaging and we expect that the transition for our students will be seamless.

Service

The best way for students to get answers to questions, set up contracts, provide documentation, and more is still [Services & Support](#).

UCSD Email and Media

Every student is required and expected to establish a UCSD email account and regularly monitor it for official communications. Notices from the department, programs, the Financial Aid Office, the Bursar's Office, the Graduate Division and other campus entities will be sent to your **UCSD email account only. Notifications from EDS will only be sent to UCSD email accounts.**

For any questions and to get help, please contact [InformationTechnology Services](#) (IT):

Even if you currently have a personal email account, you must also obtain a UCSD email account, which can be automatically linked to your current personal email account.

See [InformationTechnology Services](#) (IT) for information on several useful topics including how to connect your computer to the Internet, where to get help, and tips for off-campus ISP users.

UCSD IT Help Desk, (858) 534-3227.

Student Responsibilities:

1. Determining their official UC San Diego electronic mail alias.
2. Maintaining a valid electronic mail delivery destination address.
3. Resolving impediments to accessing secure messaging systems and their electronic mail delivery destination address.
4. Attending to delivered and posted messages on a frequent and consistent basis.
5. Reading all mandatory UC San Diego communications.

Former UCSD undergraduate students who begin their graduate status in the Summer or Fall may continue using the same UCSD account and Email.

ACS Accounts Office:

Room 1313. Applied Physics and Math Building, Muir Campus

858-534-4060 Phones available from 8:00 am – 4:30 pm Monday - Friday

MOST IMPORTANT: ALWAYS INFORM EDS OF ANY CHANGE IN YOUR PERSONAL EMAIL ADDRESS. We must have a current email for you at all times.

If you have any issues with your email account, password, etc, please contact the IT Service Desk.

ITS Service Desk:

- **Email: servicedesk@ucsd.edu**
- **Phone: (858) 246-4357, 7 a.m. - 7 p.m. weekdays**

Students on a Leave of Absence will have their email deactivated after 2 quarters of non registration. The email will be reinstated when they become registered students

again.

Graduates will have 2 quarters after graduation to use their UCSD email address, and after this timeline, the email will be terminated.

We suggest students to register with alumni.ucsd.edu to receive “[Alumni for life](#)” access, and this way have their UCSD email forwarded to their personal email address.

Also, Google Takeout is a good resource to transfer files to your personal drive.

UCSD MEDIA TEACHING LAB

The [UCSD Media Teaching Lab](#) located in MCC 111 offers free equipment for checkout for non-media major students.

Policy Basics

- Checkout periods are 24 hours. Friday – Monday counts as one day, so equipment borrowed at 11:00 a.m. Friday is due by 11:00 a.m. Monday.
- Equipment must be used for producing materials related to coursework at UC San Diego. For this reason it is only available when classes are in session.

The non-media majors can check out Canon XA10 Video Cameras with Shotgun microphones, Tascam DR-05 Audio Recorders, Canon T3i Still/Video Cameras, and lightweight tripods.

Checking out Equipment:

1. Visit the Media Teaching Lab office, or email medialab@ucsd.edu to learn more about what equipment you can access. Hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.
2. Go to <http://ucsdmedialab.tumblr.com> and click “Equipment & Room Reservations” to place a reservation. Reservations may be made up to one week in advance.
3. Get your equipment at the Checkout Room (MCC 111)

Campus ID's

Please note that getting a Campus ID is mandatory because you will need to use it as a card reader in order to enter the 4th floor (student area). Once you get your student ID, please follow the instructions here below to get it authorized. Also, it takes up to 48 hours to get authorization. Therefore, please complete this full process (getting your ID

and completing the link to get authorization) ASAP.

How do I get my ID Card?

In response to the COVID-19 pandemic and to encourage social distancing, the Campus Cards Office will remain closed through the summer. As a result, you must submit your ID card **photos** through the online Photo Tool: (<https://sfs.ucsd.edu/campus-cards/photo-tool.html>), since the office will be unable to take photos at the Campus Card Office.

Please submit your photos online as soon as possible to ensure that the office will have your photos in the system.

The [Campus Card Office](#) will only be distributing ID cards during the summer to students who live on-campus or who otherwise have a critical need for it (and can provide justification for said need). Please email campuscards@ucsd.edu if you have any questions or concerns.

- *As of Fall quarter, the Campus Card Office will be open **ONLY** on **Mondays, Wednesdays, and Thursdays** and will be ready to distribute ID cards, exclusively for EDS students from **3:30 pm - 4:30 pm ONLY and after 9/20**.*
- *Please respect this timeframe since the office will be severely impacted at different times/days and can only assist you during the provided time frame (no need to make an appointment).*
- *When you arrive, please identify yourself as an EDS student so that the office can assist you. We have sent the office a list of our graduate EDS students.*
- *Please pick up your ID card as soon as we return to campus, (early in the Fall quarter-but NOT before 9/20), so that the window given to EDS students for pick up (3:30 pm- 4:30 pm) does not later conflict with your student teaching or internship position (possibility for SS-2 students).*

For detailed information on how to get your ID card and updates:

<https://sfs.ucsd.edu/campus-cards/your-student-id.html>

Campus Cards: <https://students.ucsd.edu/finances/campus-cards/index.html>

How Much?

There is no fee for the ID card.

Why?

A validated student campus identification card is required for use of the library and other university facilities. If you were a UC San Diego undergraduate student, you are required to replace your old card with a new graduate status one. This is in your best interest in order for you to obtain graduate privileges.

Map of UCSD Campus

Here is a map of our [UCSD campus](#) and our EDS location:

Mailing Address

Department of Education Studies

UC San Diego

9500 Gilman Drive #0070

La Jolla, CA 92093-0070

Physical Address

Department of Education Studies

UC San Diego

Ridge Walk Academic Complex (RWAC) Social Sciences Public Engagement Building

9625 Scholars Drive North

La Jolla, CA 92093-0070

Please note that the **EDS Administrative Offices** are located on the 5th floor of the building. The **Student Workrooms** and Kitchen are located on the 4th floor of the same building.

Driving Directions: Directions can be found via [Google Maps](#).

Parking: The closest parking garage is the Scholars Parking Structure accessed via Muir Drive. Visitor (V) permits are sold at the pay stations. For more information on parking, permits, and alternative transportation resources, please visit [UC San Diego Transportation](#).

Access to the Student 4th Floor - Social Sciences Public Engagement Building & Graduate Student Commons

Access to the student 4th floor, where you will find several workrooms and a kitchen

requires the use of a card reader. This will be your own **UCSD Student ID card**, which needs to be authorized prior to use.

As soon as you obtain your new **UCSD Graduate Student ID Card (mandatory)** by following the instructions in this handbook, please complete the [ID CARD Authorization Survey](#) so that we can capture the information that we need to allow you access through your ID Card. Authorization may take up to 48 hour so please complete this full process immediately.

Please note that former undergraduate UCSD students need to obtain a new ID card as EDS graduate students.

- **If you have not picked up your Student ID Card from the [Campus Card Office](#), no worries, but please make sure to complete the [ID CARD Authorization Survey](#) as soon as you obtain your new graduate student ID Card.**

The 4th floor exterior doors are open every morning at 7:00 am and close at 10:00 pm. Your activated Student ID Card (as a card reader/badge) will allow you access into the 4th floor of the building at any given time, including specific rooms that also require a card reader for entrance.

Student Workstations - Workrooms

- a) Master/Credential students have access to numerous **individual workstations** on the 4th floor to use on a first come, first serve basis.
- b) We have several groups of students at EDS, (Master/Credential, Ph.D. and JDP). All EDS graduate students have access to the **Students Commons Workroom**, located on the 4th floor, room 417 by using their Student ID Card as a card reader.
- c) In addition, Master/Credential graduate students have their own credential student workroom where they can collaborate, use for meetings, etc. This room, called the **Master/Credential Student Collaborative Workspace** is also located on the 4th floor, room 415, and no card reader or key is needed to enter (it always remains open). It can be used on a first come, first serve basis. *Please make sure not to lock the room when you leave so that other students can have access to it.*

There is a great kitchen on the 4th floor where you will find a refrigerator, microwave oven and shelves for storage. We ask that you please keep items fresh in the refrigerator and all areas clean so that everyone can enjoy the kitchen.

Parking Permits and Information

Anyone who parks at UC San Diego must pay a fee to help support construction, maintenance, and administration of parking facilities. If you plan to park, you must display a valid parking permit, pay a parking meter or pay upon exit at our gate-arm facilities during these hours, year-round:

- Main campus — 7 a.m. to 11 p.m. weekdays
- Scripps Institution of Oceanography — 7 a.m. to 11 p.m., 7 days a week
- Medical Center Hillcrest — 24 hours/ 7 days a week
- Medical Center La Jolla — 24 hours/ 7 days a week
- No parking fee is required on [university holidays](#), or during these off-peak hours:
 - Main campus – A, B, S, V and metered spaces from 11 p.m. to 7 a.m. weekdays and all day Saturdays and Sundays
 - Scripps Institution of Oceanography – A, B, and S spaces from 11 p.m. to 7 a.m., 7 days a week

Transportation Services offers several parking permit options for students, faculty, staff and visitors. Compare the options to select the best permit for your needs. See [parking space surveys](#) to check parking availability. Or, avoid parking by using [public transit](#).

Parking and Transportation Information:

<https://students.ucsd.edu/campus-services/parking-transportation/>

Transportation Services Office, (858) 534-4223 <https://transportation.ucsd.edu/>

The Graduate Student Health Insurance Plan(GSHIP)

<http://studenthealth.ucsd.edu>

Health Insurance is a mandatory non-academic condition for enrollment at UCSD. All graduate students paying full registration fees to UCSD during the academic year are automatically enrolled into the Graduate Student Health Insurance Plan (SHIP). The SHIP is a comprehensive health plan that provides a full range of medical services including in/outpatient services, specialty care, emergency care, hospitalization, mental health care as well as dental, pharmacy and vision coverage.

Students already covered by waiver-qualifying health insurance may apply for a Health Fee Waiver if their private insurance plan meets UCSD waiver criteria. A waiver application must be submitted online via [TritonLink](#). (click on Health Fee Waiver from the TritonLink homepage) by the waiver period deadline of **September 10, 2021**.

Students who do not waive SHIP by the deadline are automatically enrolled into SHIP, and will be required to pay the \$1,307/quarter fee (tbd for 2021-22) for SHIP (included in

the full tuition/fee payment). Students enrolled in SHIP for the Spring quarter will continue to be covered through the Summer. SHS will act as the primary care facility for all students enrolled in SHIP and all care must begin with the Student Health Service (SHS) clinic. A written referral from SHS is required PRIOR TO all non-emergency and non-urgent care outside of SHS, regardless of the distance from campus. The SHS clinic is conveniently located west of the Price Center and south of Geisel Library on Library Walk. Refer to the SHIP brochure for more details regarding SHIP's referral requirement and process.

SHIP coverage for Fall begins on **9/20/2021**. However, some of our students are required to be on campus **prior** to 09/20/21 for mandatory courses and thus will be enrolled in **early start coverage, beginning the day of their orientation. These students will be charged an additional amount for supplemental Early Start coverage.** This amount is in addition to the usual charge for Fall quarter coverage. Students who will not be charged this additional amount are students who were enrolled at UCSD for Spring-21 (whether waived SHIP or enrolled in SHIP) and those already waived the Early Start coverage. Any questions, please contact the [Student Health Services](#) and see [Waiving UC Ship](#) for detailed information.

PREMIUM FOR 2021-2022:

The fee for 2021-2022 SHIP will be \$1,307 per quarter (x3, Fall, Winter & Spring). A supplemental Early Start fee will apply to those students whose effective date is earlier than 09/20/2021. The fee for the ES coverage is prorated based on the ES effective date established for the department. It will be billed to the student's account once the waiver period has ended and the SH Office will be able to identify the students who did not waive SHIP. Students starting on 6/14 will pay an additional \$1,034.99 for summer coverage. Students starting on 8/23 will pay \$300.78 as additional supplement for health coverage (coverage until the start of Fall quarter). IT IS THE STUDENTS' RESPONSIBILITY TO MAKE SURE THAT THEY HAVE THE HEALTH COVERAGE LEVEL REQUIRED by the university. If you would like to waive the coverage for this specific time frame, please contact SHS since you will need to complete the health fee waiver through the online process in order to avoid this fee.

Please refer to the SHS website for more information regarding SHIP benefits, limitations, exclusions, waiver criteria and waiver process.

Students enrolled in the SHIP for Spring 2021 and did not waiver SHIP, have continued coverage in the summer through 9/20/2021.

All (MS-1-Sum), and (MA-ASL) students who were not UCSD undergraduate students in the Spring and those UCSD undergraduates (now SS-2 or MS-2 graduate students) who waived SHIP in the Spring, or were not enrolled in Spring quarter: You are required during the summer session to have your own health insurance, approved by UCSD, or pay for early start health insurance coverage. This fee will be prorated based on your early start date (orientation date). This

fee will cover you until Fall quarter begins on 9/20/2021.

Please call the office at 858-534-2124 if you have any questions.

Student Health Insurance Information: <http://studenthealth.ucsd.edu>

SHS Hours:

Monday/Wednesday/Friday 8 a.m. – 4:30 p.m. Tuesday/Thursday 9 a.m. – 4:30 p.m.
During the quarter breaks/summer: Regular hours but closed between 12:00 – 1:00 p.m. SHS is closed on weekends and holidays

Health Insurance Waiver Overview

Students are automatically enrolled in SHIP each quarter. Students who have comparable coverage should opt out of SHIP to avoid this cost.

To see how to waive SHIP and for more information visit:

<https://wellness.ucsd.edu/studenthealth/insurance/waive-uc-ship/Pages/default.aspx>

The waiver application is available online during scheduled waiver periods. Only one waiver per academic year may be processed online. It is recommended to waive the whole academic year and opt in for insurance in the case you find yourself without coverage. NOTE: If you need to opt in it must be done before the first day of the next quarter. You cannot opt in during the middle of a quarter.

If after entering all the required information you do not see the final screen 'SHIP WAIVER: COMPLETED', contact [Student Health Services](#) prior to the waiver deadline to complete the waiver process.

If you are unable to access or complete the waiver application through TritonLink, or if you decide to waive additional quarters after submitting your waiver application, contact the Student Health Insurance Office prior to the waiver deadline.

All waivers must be received prior to the waiver deadline date. No exceptions. The waiver deadlines coincide with your billing due date each quarter.

2020-2021 Academic Year Health Insurance Waiver Deadlines

| | |
|---------------------|------------|
| Fall Quarter 2021 | 9/10/2021 |
| Winter Quarter 2022 | 12/10/2021 |
| Spring Quarter 2022 | 3/13/2022 |

Please note that as a registered student at UCSD, you have access to Student Health Services (SHS) regardless of whether you waive SHIP or not. Nevertheless, if you waived SHIP, fees may apply to certain services, which would have been at no cost to you, had you not waived.

Please review the website and become familiar with how SHIP and SHS work. Please refer to the [Student Health website](#) for more information regarding the waiver deadline, process and FAQs. You may also contact the Student Health Insurance Office at ship3@health.ucsd.edu or (858) 534-2124 for assistance.

Office of Students with Disabilities (OSD)

OSD Website Pepper Canyon Hall, 3rd Floor

Voice: 858-534-4382

Fax: 858-534-4650

Students requesting accommodations for temporary or permanent disabling conditions, including captioning or sign language interpreting services, must be registered with the OSD, and meet with a Disability Specialist to obtain an Authorization for Accommodation (AFA) letter each quarter.

Appointments with a Disability Specialist may be made by calling 858.534.4382. For students who are deaf or hard of hearing, appointments may be scheduled by emailing the OSD at deaf-hohrequest@ucsd.edu. In order to expedite scheduling, if students email the OSD, they should indicate the days/times Monday – Friday, 8 am – 3 pm in the subsequent two weeks when they are available and they should indicate if they would like a captionist or sign language interpreter present at the appointment, so that the OSD can make arrangements for this.

At or before the first meeting, all students should complete the Intake Form and Consent Form <http://osd.ucsd.edu/students/registering.html> and provide a copy of an audiogram, or other appropriate paperwork to document current functional limitations. More information regarding documentation guidelines may be found here: <http://osd.ucsd.edu/students/forms.html>

Once the Disability Specialist and student have met for a specific quarter, an Authorization for Accommodation (AFA) letter will be issued. Students are then responsible for contacting deaf-hohrequest@ucsd.edu and providing the following information at least **72 hours (3 business days)** in advance:

- Course Name and Section Number
- Days and Dates the Course is Held
- Time that the Course Begins and Ends
- Location (Building, Room Number)
- Address and Name for off-campus locations
- For captioning, please indicate if you want on-site or remote captioning.

- Every effort will be made to accommodate your preference, however due to circumstances beyond OSD's control, you may not be provided with your preference.

If the OSD is given less than **72 hours (3 business days)** notice, OSD cannot guarantee captioning or sign language interpreting services; however, every effort will be made to accommodate late requests.

Accommodation requests include:

- 1) Need for captioning/sign language interpreting for meetings with faculty, staff, or classmates.
- 2) Individual school site placement meetings.
- 3) Participate in non-academic UC San Diego sponsored events.
- 4) Interpreting for services such as appointments with Counseling and Psychological Services (CAPS) or Student Health Services (SHS).

For any of these requests, email us at deaf-hohrequest@ucsd.edu and indicate the date, beginning and end time of the event, and the location.

If you have captioning or sign language interpreting and you are unable to attend class or will arrive late, contact us at deaf-hohrequest@ucsd.edu at least **72 hours (3 business days)** in advance or as soon as you become aware of the schedule change. In the email, indicate the class name, date, beginning and end time of the class, and the location.

Finally, if students have concerns about their approved accommodations, including the quality of the captioning or sign language interpreting services being provided, they **MUST** inform their Disability Specialist immediately. Please do not address any concerns with the captionist or sign language interpreter directly. Any changes to captionist or sign language interpreter schedules will be approved only by the OSD.

All services provided must be previously authorized by the OSD. Arrangements may not be made directly with the interpreters/captionists.

Captioning and sign language interpreting services will be suspended if students miss four or more events where captioning and sign language interpreting are scheduled to be provided. Students will need to meet with their Disability Specialists in order to have services reinstated.

Academic Honesty and Integrity of Scholarship Policy

All M.Ed/Credential and MA-ASL students are expected to adhere to standards of academic honesty and integrity, as outlined in the UCSD Policy on Integrity of Scholarship:

<http://academicintegrity.ucsd.edu/process/policy.html>

It is expected that all oral and written assignments will be original work. Any idea or

materials that are utilized from another source must have all of the appropriate references for that original source. Students using quoted material must mark with quotes such material and cite the sources. Examinations are to be completed honestly by the student.

[Frequently Asked Questions](#)

There will be no tolerance for infractions. Please bring any perceived infractions to the attention of the instructor who reserves the right to discipline any student for academic dishonesty in accordance with the general rules and regulations of the universities. Actions are delineated in the policies referenced above.

Family Educational Rights and Privacy Act (FERPA)

Notification of Rights Under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are

1. The right to refuse permission for any or all of the categories of personally identifiable information to be designated as directory information with respect to themselves.

Students may request via My TritonLink that any or all personally identifiable information from their records not be regarded as directory information. Students may remove restrictions via the same mechanism at My TritonLink.

2. The right to inspect and review the student's education records within forty-five days of the day UC San Diego receives the student's written request.

Students should submit written requests that identify the record(s) that the student wishes to inspect. The UC San Diego official to whom the request was submitted will notify the student of the time and place where the records may be inspected.

3. The right to request amendments of the student's education records that the student believes are inaccurate or misleading.

The request may be submitted in writing to the UC San Diego official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the UC San Diego official decides not to amend the record as requested by the student, that official will notify the student of the decision and advise the student of the procedures to appeal the denial. Grades may not be changed via this provision. See [grade appeals](#) for this process.

4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions: One exception that permits disclosure without consent is disclosures to UC San Diego or UC officials with legitimate educational interests. A UC San Diego or UC official is a person employed by UC San Diego or UC in an administrative, supervisory, academic, research, or support staff position; a person or company with whom UC San Diego or UC has contracted (such as attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee. A UC San Diego or UC official has a legitimate educational interest if the information requested is relevant and necessary for the official to perform a task or determination that is an employment responsibility or to perform a task that is related specifically to the official's participation in the student's education or to perform a task that is related specifically to the discipline of the student, and provides a service or benefit to the student or the student's family.

UC San Diego may also disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

5. The right to file a complaint with the US Department of Education concerning alleged failures by UC San Diego to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

Family Policy Compliance Office
 US Department of Education
 400 Maryland Ave. SW
 Washington, DC 20202-4605

Questions about these rights or any other aspect of student records management by UC San Diego officials may be referred to the Registrar, Student Services Building, Suite 261, or by telephone at (858) 534-3150 or e-mail at registrar@ucsd.edu. The text of FERPA may be found in the government documents section of the UC San Diego Geisel Library. Copies of the UC San Diego student records **policy, PPM 160-2, may be accessed electronically at <http://adminrecords.ucsd.edu/ppm/docs/160-2.html>**.

Directory or Public Information

The following has been designated by UC San Diego as "directory information": a student's name, email address, telephone numbers, date and place of birth; major fields of study; dates of attendance; grade level; enrollment status (e.g., paid or unpaid enrollment, undergraduate, full time, or part time); number of course units in which enrolled; degrees and honors received; the most recent previous educational institution

attended; participation in officially recognized activities, including intercollegiate athletics; and the name, weight, and height of participants on intercollegiate UC San Diego athletic teams.

Authorization for release of student information:

https://students.ucsd.edu/_files/registrar/FERPA_WrittenConsentForm.pdf

Sexual Harassment Policy

The Department of Education Studies strongly reaffirms UC San Diego's commitment to creating and maintaining a harassment-free community. Specifically, we will not tolerate sexual harassment, and such behavior is prohibited both by law and by UCSD policy.

Please notify your instructor, the Education Studies Department Chair, or the Dean of the Graduate Division at UCSD if you feel any situation or problem has occurred.

The University of California system wide Policy on Sexual Harassment is available online at: <http://policy.ucop.edu/doc/4000385/SVSH>

UCSD's Sexual Harassment Complaint Resolution Procedures are available through the [Office for the Prevention of Harassment & Discrimination\(OPHD\)](#).

[More information on the Office for the Prevention of Harassment & Discrimination \(OPHD\)](#).

[FAQs for OPHD](#)

Counseling and Psychological Services

The purpose of [Counseling and Psychological Services \(CAPS\)](#) on campus is to provide individual and group counseling to you - the students of UCSD. The primary focus is on the typical problems that college and graduate students experience. Sometimes students are reluctant to seek services because they believe that their problem is not significant enough to bother talking to a psychologist about, but we encourage you to call for an appointment because even small problems can reduce your life satisfaction and your personal effectiveness. Also, the resolution of usual psychological challenges can prevent them from becoming more troublesome in the future. If, conversely, you believe that your problems are more significant and/or chronic in nature, and interfering with your personal functioning in a big way, then you should also make an appointment so that we can make sure you are getting the assistance that you need while attending UCSD.

Services offered by CAPS are described online at:

<https://caps.ucsd.edu/services/index.html>

CAPS provides services without charge to students who have paid the Student Services Fee (SSF) for the current quarter. During the summer, students who were enrolled the previous Spring quarter and are intending to return in the Fall quarter are eligible for services. New Summer graduate students (who were not registered as students the previous Spring quarter) will not be eligible for services this Summer since coverage begins Fall quarter.

The office hours are 8:00am to 4:30pm, Monday through Friday and the office is located at Galbraith Hall 190. You may call (858) 534-3755 or stop by to make an appointment. Appointments are generally available within two weeks of your request. You may request a specific staff person on the basis of gender, sexual orientation, ethnicity or location, but it will possibly mean a longer wait until an appointment becomes available. For locations and maps to our offices, please visit the [CAPS website](#).

After normal hours and during holidays/campus closures, a counselor can be reached for urgent psychological consultations by calling (858) 534-3755, and select Option #2.

For life threatening emergencies or if anyone is in immediate danger, please call 911 or the UCSD Campus Police at (858) 534-HELP(4357). For more information about emergency services, please see the [UC San Diego Police](#) website.

[Existing Mental Health Services for Students](#)

UC San Diego provides a holistic continuum of care, including acute psychiatric treatment and specialized interventions if needed. These programs are invaluable to support the mental health and academic success of students who may need the highest level of outpatient psychiatric comprehensive care.

The cornerstone is Counseling and Psychological Services (CAPS). Launched in the late-1960s and accredited by the International Association of Counseling Services, these integrated, student-focused services support academic success and personal development and well-being.

CAPS has nearly **a dozen** locations and embedded staff across campus, encompassing all of the undergraduate colleges, plus Galbraith Hall Central Office, Student Health Services, the International Programs and Students Office, OASIS and the Women's Center.

All requests begin with a **phone consultation** (858-534-3755) during which a variety of services can be accessed, including single drop-in appointments, urgent appointments, recurring sessions, group classes, chronic and specialized care (e.g. disordered eating, addiction services, etc.) and online resources.

Urgent appointments are made the same day for a range of circumstances, including suicidal thoughts, trauma, grief, panic attacks—anything that is disruptive enough to get in the way of daily life and productivity, such as attending class or completing assignments. Emergency services are always available to support the mental health and academic success of students who need the highest level of comprehensive outpatient psychiatric care.

Recognizing that mental health concerns don't always happen during regular office hours, online appointments are available through [Live Health Online](#). This **tele-mental health** service provides secure, online video visits with board-certified, licensed mental health professionals. The service is covered by UC SHIP, and no referral is needed. Through the [iFlourish initiative](#), all students also have access to **free online, interactive resources**. Therapy Assistance Online (TAO) facilitates students' self-care for anonymous help with anxiety, depression and other mental health concerns through interactive tools and exercises.

Every UC San Diego student also has access to **daily drop-in groups**, with no appointment required. Led by a CAPS mental health expert, topics include building confidence, managing stress, biofeedback and self-regulation exercises.

[New Services for Students](#)

CAPS will pilot a new **video appointment program** with CAPS providers using a secure online platform enabled by Epic—our electronic health record system. Taking the place of an in-person visit, this format is ideal for those who commute or who prefer to speak to a CAPS counselor from the comfort of their own space.

If needed, the College Mental Health Program is offered through UC San Diego Health and includes **subspecialty services** in addiction, mood disorders, bipolar disorder, eating disorders and many other mental health-related issues. UC San Diego Health employs some of the most highly regarded mental health physicians in the country. *Let's Talk*, an informal, drop-in conversation, is held each week at a different location on campus. Similar to faculty office hours, these sessions introduce students to what it is like to speak with a psychologist. You will learn about additional resources and may be referred to a formal appointment.

CAPS is expanding. It is actively recruiting to **fill three newly funded psychologist vacancies**, with a focus on increasing diversity and LGBTQ services. Additionally, CAPS will offer **extended hours** beginning in February, from 8:30 a.m. to 6:30 p.m. Monday - Friday, to allow for late-afternoon appointments.

It is important to us that our students know they are not alone in any trouble they may face during their time at UC San Diego. Students should never be afraid to ask for help. UC San Diego is committed to promoting the mental health and well-being of everyone on campus and to creating a community where all of us flourish.

The HUB (Basic Needs Center)

Basic Needs refers to the most essential resources required to thrive as a student, which includes access to nutritious food, stable housing, and financial wellness resources.

The Hub is a new UC San Diego space that offers students the opportunity to engage in and link to **Basic Needs** resources.

The center provides resource referrals for registered UC San Diego students from a collective of on campus program collaborations and off campus program partnerships in the greater San Diego area.

If you are a UC San Diego student who is facing challenges with your access to adequate food, stable housing, or general resources, you are encouraged to complete this [Basic Needs Assistance Form](#).

Contact: Damian Ruiz

Tel: (858) 246-2632

Email: basicneeds@ucsd.edu

Students can also self refer through the website. Temporary housing, when approved, can be provided for up to 30 days at no cost. There are also basic needs emergency grants available.

Housing Resources

OFF-CAMPUS HOUSING OFFICE

Through the Off-Campus Housing Office, students can schedule a housing consultation to review off-campus housing options. Students can also search for housing, roommates and off-campus living resources with the help of a dedicated off-campus housing team.

Link: <https://offcampushousing.ucsd.edu/>

UC SAN DIEGO EMERGENCY HOUSING

Students in emergency situations may be eligible for emergency housing through UC San Diego. Emergency housing is short-term (30 day maximum stay) for students facing imminent loss of housing or currently unhoused. Eligibility, length of stay, and location placement is determined upon assessment of emergency housing needs.

Link: <https://basicneeds.ucsd.edu/housing-resources/emergency-housing/index.html>

UC SAN DIEGO TRANSITIONAL HOUSING

If you are looking for transitional housing, Marriott is offering UC San Diego students lower rates for longer stays at 4 participating Marriott locations. Enrolled UC San Diego undergraduate and graduate students can book a stay at one of 4 participating Marriott hotels in the San Diego area. Students can book a stay at reduced rates for daily/weekly/monthly stays. Deadline to apply, see link below for application and details.

Link: <https://basicneeds.ucsd.edu/housing-resources/transitional-housing/index.html>

ISOLATION AND QUARANTINE HOUSING

Isolation and quarantine housing are available to students who receive a positive SARS-CoV-2 test result, or a diagnosis of COVID-19, and who do not have a place to safely quarantine or isolate (isolation housing is at no cost to students living on or off campus).

Link: <https://basicneeds.ucsd.edu/housing-resources/temp-lodging/index.html>

Link: <https://hdhhome.ucsd.edu/hdh-covid-19-faq.html#Isolation-and-Quarantine-Housing>

Stipend Payments (Fellowships, Traineeships and Scholarships)

In order to view fellowships, GSR Tuition/Fee Payment Letter and TA Fee Payment Letter students can see their 'Appointment Letter' in the Student SSO:

<https://gradforms.ucsd.edu/portal/student/>

Receiving Stipends: <https://sfs.ucsd.edu/student-accounts/stipends.html>

A) Taxability

All stipend payments are considered taxable income except any amount used on course-related expenses, such as qualified tuition/fees, books, supplies, and equipment that are required of all students in your course of instruction.

IMPORTANT NOTE: At UCSD, awards are usually packaged as tuition/fee payments plus monthly stipend payments; however, sometimes the fellowship fund source will not cover the entire payment of tuition/fees. In this case, the amount of stipend spent on qualified required tuition/fees is non-taxable.

B) Award Documentation/Proof of Payment

A Graduate Appointment Letter is issued by the UCSD Graduate Division as proof of stipend payments for tax reporting purposes and/or verification of income. Stipend payments appear on the appointment letter under the heading "Stipend". Stipend payments are not reported on a UCSD W-2 or 1099 Form. It is the responsibility of the fellowship recipient to report taxable non-qualified fellowship payments to the IRS.

An electronic version of your Graduate Appointment Letter is available on the Graduate Division website under Student Portal at: <https://gradforms.ucsd.edu/portal/student/>. You will need to log-in to the website using your UCSD PID/PAC number to view/print the letter.

Graduate Appointment Letters are issued for the fiscal year (July 1 – June 30) and are available fall quarter each year. If you received stipend payments for a full calendar year (January 1 – December 31), you will have two appointment letters for one tax year.

If you wish to claim a tax credit for educational benefits, be sure to include the 1098-T form with your tax return.

Important: The University of California has contracted with the Tax Credit Reporting Service (TCRS) to electronically produce your IRS Form 1098-T Tuition Statement. To view your 1098-T Form you may log into your account at www.1098t.com.

C) Method of Payment

Stipend payments issued to U.S. citizens, permanent residents or resident aliens are processed through the Student Business Services (SBS) system.

**** Stipend payments are only distributed via [direct deposit](#) through SBS. You may sign up for SBS Direct Deposit by completing the form on the web at: <https://sfs.ucsd.edu/student-accounts/direct-deposit.html>**

Stipend payments are issued on a monthly basis on the 1st of the month following the pay period (i.e. September stipends are issued on October 1). Please note that paper checks will no longer be distributed (i.e., same payday as TAs and GSRs).

Monthly stipends appear on your TritonLink account and UCSD Billing Statement. Stipends may not be applied to outstanding charges on your TritonLink account; however, overdue University debts may delay issuance of your stipend payments until the debt is resolved. Please pay attention to your billing statements and quickly resolve any debts.

D) Tax Withholding & Estimated Tax Payments

Federal and California state taxes will NOT be withheld from your stipend payment. You are required to report the taxable amount as "SCH = \$ (taxable amount)" on your tax forms. Please see TAX REPORTING instructions and how to avoid tax penalties included in the following link: <https://grad.ucsd.edu/financial/tax-information.html>

NOTE: Although every effort has been made to insure accuracy, you should be aware that the following information is not a legal document and each student is responsible for the his/her income taxes. UCSD employees are prohibited by University policy from giving individual tax advice or assisting in the preparation of tax returns.

As a gentle reminder, staff are not authorized or trained to answer individual-specific tax questions; however, here are several resources:

Free tax preparation assistance (**domestic**):

<http://www.irs.gov/Individuals/Find-a-Location-for-Free-Tax-Prep>

Free tax preparation assistance (**international**) – UCSD International Center:

<https://ispo.ucsd.edu/about/contact.html>

Questions re. **1042-S (international students, only)**: Taxes: Form 1042-S and Section E of Tax Withholding FAQ for Foreign Visitors (Stipends paid on title code 3296 through PPS will be reported on the 1042-S provided by Payroll.)

Questions re. **1098 T**: 1-877-467-3821

Students can access their 1098-T at www.tsc1098t.com

Login information can be found at:

<https://students.ucsd.edu/finances/fees/tax-credit.html>

The vendor, TAB Services, can be reached at: 888-220-2540

The Campus 1098-T line is 858-246-5900

Email comes from registrar@ucsd.edu

Questions re. **W-2**: <https://blink.ucsd.edu/finance/payroll/w2/duplicate.html>

Questions re. **1099**: <https://blink.ucsd.edu/finance/tax/forms/1099.html>

General information – Graduate Division website:

<http://grad.ucsd.edu/financial/tax-information.html>

For proof of stipend income (for stipends issued through ProSAM), students may print their Graduate Appointment Letter(s) at: <https://gradforms.ucsd.edu/portal/student/>

During the academic year, graduate student employees who are registered in at least 6 units by the 3rd week of each quarter are exempt from student FICA deductions. However, during the summer months (July and August), student employees (U.S. citizens, permanent residents and resident aliens) who are not registered in the minimum units required during Summer Session are subject to these deductions. Students who receive fellowship stipend payments and international graduate students (F-1 and J-1 visas), who are nonresident aliens, are not subject to student FICA deductions.

Students may obtain information and access to their DCP accounts via Fidelity on the web at <http://www.netbenefits.fidelity.com/> or by calling 1-866-682-7787.

Below are links to several web pages that answer most questions regarding student FICA:

[Student FICA, Defined Contribution Plan \(DCP\), and Medicare](#)
[Student FICA \(DCP/Medicare\) – Summer Pay](#)
[Student FICA \(DCP/Medicare\) – Academic Year Pay](#)
[Registration Extract and Payroll Interface](#)

Graduate Division Financial Support Unit Links & Staff Information:
<https://collab.ucsd.edu/display/GDCP/Graduate+Financial+Support>

Working as an Instructional Assistant at UCSD

INSTRUCTIONAL ASSISTANTS (TA, Readers)

The faculty at EDS does not recommend that you work while you are in the program. Nevertheless, if you are considering taking any job as a graduate student on campus, it is required that you first consult with the faculty of your subject area below **before considering applying for any Instructional Assistant (TA, Reader) position.**

Single Subject Students: Rachel Millstone (rmillstone@ucsd.edu)

Multiple Subject Students: Rusty Bresser (rbresser@ucsd.edu)

MA-ASL Students: Gabrielle Jones (gajones@ucsd.edu)

** During the academic year (Fall, Winter and Spring quarters), Instructional Assistant positions (Reader, TA, GSR) offered at 25% or more provide university tuition/fee remission for the particular quarter employed. In this case, there will only be a small balance to be covered by the student (around \$200.00). ***Please note that if you work***

during summer session, you will NOT have tuition/fee remission since summer session is not part of the academic year. Full summer tuition is the responsibility of the student. It is recommended that students DO NOT work more than 25% at any given quarter (50% positions will not be approved). Also, readership positions are preferred over TA positions.

VERY IMPORTANT: After discussing your options with the faculty, if employment is recommended, apply for positions. Once a position is likely to be offered, complete the following:

- 1) Communicate with the hiring department (even if it is EDS) to obtain information related to the offer (course, percentage of work, schedule commitment, etc). Most departments submit the offer to the department for approval and do not communicate with the candidate first. For your program, since you are required to obtain permission from Dr, Forbes, please ask the hiring department to let you know when an offer will be sent to EDS for approval so that you can communicate with Dr. Forbes about the position.
- 2) **Once a position is offered and not prior**, obtain permission from the EDS Director of Teacher Education, [Dr. Cheryl Forbes](#) by completing [this important survey](#).
- 3) Make sure that Dr. Forbes approves your employment **prior to accepting any offer of employment.**
- 4) Once Dr. Forbes approves your employment, if this is the case, **forward her approval email to [Giselle Van Luit](#) so that she can give the ok to the hiring department, and provide you with tuition/fee remission.** There will be a quarterly small fee balance remaining, which is the responsibility of the students (approx. \$200).

If you will be working at EDS:

When you meet with our Human Resources/Academic Personnel at EDS, you will fill out a "UC W-4" form to instruct Payroll how much in Federal and State Income Tax should be withheld from each paycheck. You can print duplicate W-2s from the [atyourservice](#) website, your source for all things related to your employment at UCSD. See [Taxes: How to Get a W-2 Statement](#) for detailed instructions on generating a duplicate W-2.

If your tax documents are going to the wrong address:

1. Update your address on your [Tritonlink](#) account.
2. Update your address on your [atyourservice](#) account.
3. Contact our HR department at EDS so that she can correct your address with Payroll as well as in our records.

You can change the amount withheld from your paycheck at the [atyourservice](#) website, your site for all things related to your employment at UCSD.

Please see the [general information page](#) on taxes for grad students. The "Education Tax Credit, 1098-T Form - Information on Lifetime Learning Tax Credit" link contains information for determining eligibility for claiming a tax credit (reduction of taxes) if you had "out-of-pocket" expenses (used your own funds) to pay for certain "qualified educational expenses" (health care does not qualify). You can also log-into your account or read IRS Publication 970, "Tax Benefits for Education". This publication is available at <http://www.irs.gov>. It contains chapters on Scholarships, Fellowships, Grants and Tuition Reductions; Lifetime Learning Credit; and Student Loan Interest Deduction.

Graduate student salaries are subject to the Defined Contribution Plan (DCP) and Medicare withholding unless they qualify for an exemption. Most students do qualify for an exemption. To be exempt, students must be enrolled in at least 12 units and must not be employed more than 50% time. Students who are not enrolled or who are employed in excess of 50% time will be subject to DCP deductions. Deductions will total 8.95% of students' gross salary; 7.5% of their gross salary goes to the Defined Contribution Plan and 1.45% of their gross salary goes to their Medicare withholding. During the summer months, students may choose to pay a \$50 enrollment fee to avoid these deductions.

Students should understand, however, that much of these deductions serve as a retirement plan and are not irrevocably lost. The Defined Contribution Plan is a qualified retirement plan administered by the University of California Employee Benefits office. Taxes on the contributions and any earnings are deferred until students withdraw the money, which can occur, without penalty, only upon termination of UC employment or upon retirement. Withdrawals are subject to penalties if withdrawn prior to age 59 1/2.

INTERNATIONAL STUDENTS

Please note that International Students who are on an F-1/J-1 Visa status **must remain enrolled full-time (12 units) each academic term** (FA, WI, SP) in order to maintain status. They may not apply for part-time status

If you are receiving an EDS stipend or Fellowship, please contact [Amber Rieder \(arieder@ucsd.edu\)](mailto:arieder@ucsd.edu) so that she can process your stipend.

If you received any money in this country this year, you must pay taxes. The International Center at UCSD has many resources for international students, including free tax software and workshops on state and federal taxes.

<http://ifso.ucsd.edu/living-in-sd/taxes/index.htm>

Useful link: **The International Students & Programs Office:**
<https://istudents.ucsd.edu>

Employment as a Teacher at a Public School - Salary Rate

Once you are employed by a public school district, you will receive salary information from the HR and Employment unit at your district. Please note that EDS is not able to provide you information about your future salary rate, scale, nor district requirements for salary purposes, since we are not experts on this matter and every district has its own salary range and processes. If you would like information about your future salary, please contact the district directly.

It is our understanding that the districts count all units that are considered post-baccalaureate for salary purposes. Post-bac units are any units (100-300 level units) that are reflected on your transcript after your BA degree date is posted (including S/U grading option courses). The total number of units will be reflected on your transcript post the BA/BS conferral date information. If you would like the full amount of units you will receive by the end of the program, please see your program handbook for the full amount of units/courses that you are required to take at EDS in order to obtain the credential and masters degree. This will give you an idea of how many post-bac units you will obtain by the end of the program. Once you provide this information to the district, they will be able to advise you on where you fall within the salary chart.

Graduate Student Association Travel Grant

The GSA created a [Travel Grant](#) program to award graduate and professional students grants of up to \$300 for in-state and up to \$500 for out-of-state travel to conferences where you will present your own professional work. This program is funded by GSA, Graduate Division, Vice Chancellor for Student Affairs and the Office of the Chancellor. Please contact Giselle Van Luit for more details.

Appeal Procedure for EDS Graduate Students

Education Studies is responsible for evaluating the academic performance for all EDS students. EDS is also responsible for evaluating the professional performance of all EDS credential candidates. The EDS faculty engages in a series of complex assessments to reach a comprehensive performance evaluation for each student.

The appeal procedure is considered confidential unless both the student and the faculty member agree otherwise. Below is the typical appeal procedure, but please note that

every situation is unique and handled on a case by case basis. There are submission deadlines that must be adhered to. Details on these deadlines are in the UCSD General Catalog <https://www.ucsd.edu/catalog/front/GradAdmission.html>

1. Present your case directly to the faculty member(s) involved. Most issues are resolved at this stage after all of the facts have been reviewed.
2. If you still feel your grievance has not been resolved to your satisfaction, make an appointment with the EDS Chair, [Dr. Chris Halter](#), to review the situation. If warranted, an ad hoc review committee comprised of EDS faculty and the Director of Teacher Education, [Dr. Cheryl Forbes](#) will be constituted to perform a review of the case.
3. If your grievance has not been resolved to your satisfaction, you may:

For appeal of a course grade: Submit a written appeal to the Director of Teacher Education, Dr. Cheryl Forbes. If the grievance is still not resolved to your satisfaction, submit a written appeal to the Department Chair, Dr. Chris Halter. If still not resolved to your satisfaction, contact the Dean of Graduate Studies and subsequently, the CEP Subcommittee on Grade Appeals.

For denial of advancement to student teaching/internship: Within one week of being notified that advancement is denied, submit a written appeal to the Chair of the Department of Education Studies.

For denial of recommendation of Master of Arts, or Master of Education: Within two weeks of the recommendation denial letter date, submit a written appeal to the Dean of Graduate Studies.

EDS is confident that you will be successful in your pursuit of a teaching credential and a Master of Education, or Master of Arts degree. We hope you will not find it necessary to employ this procedure, but if you do find it necessary and you have questions about the appeal process, please feel free to discuss them with either the EDS Chair, Dr. Chris Halter, or EDS Manager, Emmanuel Dela Paz. Please review [University Academic Regulations and Policies](#).

UCSD Email and Online Documentation Storage

Your UCSD **email address** will be valid for only two quarters after graduation.

Please note that any **documentation stored in your UCSD google account** will be available for only 30 days after graduation. We therefore recommend that you export your documents so that you do not lose valuable documentation.

Here's the link to the export tool: <https://takeout.google.com/settings/takeout?pli=1>
Google Takeout is a good tool to use to migrate large amounts of files/items from one Google account to another. This is useful when you want to save or archive mail/files in

your UCSD Google account after you graduate.

Student Records at EDS

Admissions Credential Documentation: as explained in the *Admissions Checklist*, please be sure to retain copies of all application materials submitted to EDS, since you will be required to give copies of most of these materials to districts when you are being hired. EDS will not be able to make copies of any application materials that are part of your student credential file. Any admissions document submitted with your application becomes the property of the University. These records are kept at EDS for 5 years after graduation and then securely destroyed.

Student Academic Records are regulated by [FERPA](#). During the program, students are provided with individual documentation related to:

- a) Individual Development Plan (IDP)
- b) EdTPA (documents only, not the score report)
- c) Mentor Evaluations
- d) Supervisor Evaluations

In the event that you are not able to retrieve these documents from your academic file, and need to request a copy of any of the items above, please contact a Masters Credential advisor with the specific request. Please allow a 2 week turnaround for the delivery. These records are kept at EDS for 5 years after graduation and then securely destroyed.

EDS Faculty

Please visit our website for [Faculty Contact Information](#) which also include all of our their education, research, and publications.

Administrative Staff

- **DANIELLE DEL ROSARIO**, Credential Analyst and Undergraduate Coordinator
534-7297, dswenson@ucsd.edu

MANNY DELA PAZ, Chief Administrative Officer; 534-4875 edelapaz@ucsd.edu

TINA HOANG, Student Placement and Instructional Coordinator, tohoang@ucsd.edu

SHEILA KEEGAN, Assistant Project Coordinator/Partners at Learning/Gates/Noyce MTF Grants; 822-5670, skeegan@ucsd.edu

GERICEL OCHMAGO, Academic Personnel/Human Resources Manager; 534-1630, gochmago@ucsd.edu

AMBER RIEDER, Ph.D. Graduate Coordinator and Credential Analyst; 534-8834 arieder@ucsd.edu

MELANIE RONTEN, Undergraduate Advisor and Outreach Coordinator; 534-4851, mronten@ucsd.edu

CASEY STILWELL, Financial Manager; 534-1288, cstilwell@ucsd.edu

- **GISELLE VAN LUIT**, Director of Student Affairs and M.Ed./MA-ASL Graduate Coordinator; 534-2958, gvanluit@ucsd.edu

MELISSA WOLF, JDP Ed.D. Program Coordinator; 822-2177, mawolf@ucsd.edu

Emergency Assistance at UC San Diego

| | |
|---|------------------------------|
| Medical Emergencies, Police Fire, Rescue | 911 |
| or to reach UCSD emergency response from a cell-phone | (858) 534-HELP (4357) |
| Campus Emergency Status Information Line | (888) 308-8273 |
| UCSD Thornton Hospital Emergency Room (on campus) | (858) 657-7600 |
| UCSD Medical Center (Hillcrest) | (619) 543-6400 |
| Mental Health Crisis Line* | (800) 479-3339 |
| UCSD Psychological Services | (858) 534-3755 |
| http://caps.ucsd.edu/#students | |
| UCSD Campus Sexual Assault Resource Center | (858) 534-5793 |
| https://students.ucsd.edu/sponsor/sarc/ | |
| UCSD Office of Students with Disabilities | (858) 534-4382 |
| http://disabilities.ucsd.edu/ | |
| Rape Crisis Hotline* | (888) 385-4657 |
| Poison Information* | (800) 222-1222 |

*24 hour lines

UCSD Quick Reference

| | |
|---|----------------|
| Admissions - Graduate Division | (858) 534-3554 |
| Bookstore | (858) 534-7323 |
| Campus Operator | (858) 534-2230 |
| CSO - Community Service Officer (use this service without hesitation in order for you to be escorted at night) | (858) 534-WALK |
| Disabled Student Services | (858) 534-4382 |
| Financial Aid & Scholarship | (858) 534-4480 |
| Library | (858) 534-3336 |
| Parking and Transportation Services | (858) 534-4223 |
| Registration and Records | (858) 534-3150 |
| Student Health Help Desk | (858) 534-3300 |
| University Police | (858) 534-435 |

EDS Mailing Address

UC San Diego – Department of Education Studies
 9500 Gilman Dr. MC 0070
 La Jolla CA 92093-0070
 EDS website: <http://eds.ucsd.edu>

Useful Resources

The Graduate Division
<http://grad.ucsd.edu>

Support for Student Parents
<https://grad.ucsd.edu/financial/student-parents.html>

Financial Aid and Scholarships Office
<https://students.ucsd.edu/finances/financial-aid/index.html>

Financial Aid Timeline
<https://students.ucsd.edu/finances/financial-aid/applying/timelines/graduate.html>

Virtual Private Networks (VPN) at UCSD
<http://blink.ucsd.edu/technology/network/connections/off-campus/VPN/index.html>

Automatically forwarding your UCSD email to another email account that you check regularly

<http://acms.ucsd.edu/students/email/redirect.html>

UCSD's Instructions for Preparation and Submission of Doctoral Dissertations and Master's Theses (the "Bluebook")

https://grad.ucsd.edu/_files/academic-affairs/Dissertations_Theses_Formatting_Manual.pdf

Keeping your UCSD email account after you leave

<https://acms.ucsd.edu/students/accounts-and-passwords/account-closure-todo.html>

Triton Food Pantry

<https://basicneeds.ucsd.edu/triton-food-pantry/index.html>

UCSD Principles of Community

The University of California, San Diego is dedicated to learning, teaching, and serving society through education, research, and public service. Our international reputation for excellence is due in large part to the cooperative and entrepreneurial nature of the UCSD community. UCSD faculty, staff, and students are encouraged to be creative and are rewarded for individual as well as collaborative achievements.

To foster the best possible working and learning environment, UCSD strives to maintain a climate of fairness, cooperation, and professionalism. These principles of community are vital to the success of the University and the well-being of its constituents. UCSD faculty, staff, and students are expected to practice these basic principles as individuals and in groups.

- We value each member of the UCSD community for his or her individual and unique talents, and applaud all efforts to enhance the quality of campus life. We recognize that each individual's effort is vital to achieving the goals of the University.
- We affirm each individual's right to dignity and strive to maintain a climate of justice marked by mutual respect for each other.
- We value the cultural diversity of UCSD because it enriches our lives and the University. We celebrate this diversity and support respect
- for all cultures, by both individuals and the University as a whole.
- We are a university that adapts responsibly to cultural differences among the faculty, staff, students, and community.
- We acknowledge that our society carries historical and divisive biases based on race, ethnicity, sex, gender identity, age, disability, sexual
- orientation, religion, and political beliefs. Therefore, we seek to foster

- understanding and tolerance among individuals and groups, and we
- promote awareness through education and constructive strategies for resolving conflict.
 - We reject acts of discrimination based on race, ethnicity, sex, gender identity, age, disability, sexual orientation, religion, and political
 - beliefs, and, we will confront and appropriately respond to such acts.
 - We affirm the right to freedom of expression at UCSD. We promote open expression of our individuality and our diversity within the bounds
 - of courtesy, sensitivity, confidentiality, and respect.
 - We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a community
 - where all people can work and learn together in an atmosphere free of abusive or demeaning treatment.
 - We are committed to the enforcement of policies that promote the fulfillment of these principles.
 - We represent diverse races, creeds, cultures, and social affiliations coming together for the good of the University and those communities we serve. By working together as members of the UCSD community, we can enhance the excellence of our institution.
 - These policies include but are not limited to: Academic Personnel M015 The University of California Policy on Faculty Conduct and the Administration of Discipline, The University of California Personnel Policies for Staff Members and UCSD Implementing Procedures, Appendix II Personnel Policies for Senior Managers, The University of California, San Diego Student Conduct Code, UCSD House Officer Policy and Procedure Document, applicable University Collective Bargaining Agreements. For further information or inquiries, contact the Director, Office of Academic Affirmative Action, the Director of Human Resources for Equal Opportunity / Staff Affirmative Action, and / or the Director, Student Affirmative Action and Human Relations Program. To the extent that any information presented in this document is interpreted as being in conflict with University policies, procedures, or applicable collective bargaining agreements, the terms of those University policies, procedures and agreements shall govern.

EDS Statement on Racial Injustice

We in the Department of Education Studies are deeply saddened, pained, and enraged by the numerous instances of racial injustice, police brutality, and abuses against the Black community, marked most recently by the brutal murders of George Floyd, Ahmaud Arbery, and Breonna Taylor that continue the systemic devaluation of Black lives in this country today.

We know many of us - students, staff, faculty, colleagues and the EDS community - have

deep personal experience with these recent injustices as well. We stand in solidarity with the Black community and other communities of color under attack and experiencing unnecessary pain, trauma, and death.

We echo statements from UCSD, CREATE, AERA, CA State Superintendent of Education Tony Thurmond, and more. We reject the actions of those who fuel the societal turmoil and racial unrest, discord, and division, and we instead pledge to even more urgently support actions that promote justice for all members of our community and the world.

We pledge to even more urgently work to address the inequities in society, stemming from long term institutional, racial and systemic injustice, further exacerbated and disproportionately borne out in our immigrant communities and communities of color -- including during the current COVID-19 pandemic.

We pledge to pursue even more urgently our efforts to form a more just, safe, equitable society through education.

While there remains much to be done, we (re)commit to the following:

- Develop/create/review/infuse existing EDS courses with current events discussions focused on racism and antiracism in education
- Add more explicit anti-racist courses, coursework, and dialogue to our undergraduate and graduate catalogs and learning experiences
- Continue and expand equity-oriented partnerships with schools, districts, educational and community-based entities throughout San Diego, nationally and internationally, that focus on the well being of students of color and realize EDS ideals in 'transforming education in a diverse society'
- Continue collaborations with campus and non-campus partners in creating safe and brave spaces for support, dialogue, connecting, and building understanding, for all members of the EDS community
- Engage in rigorous research that addresses the deep inequities and systemic racism in educational institutions and supports the development of policies and practices that allow all individuals to thrive.

We also pledge to continue to expand this list of commitments in collaboration with all in our community.

In this historic and troubling time, we know that words and public statements are incomplete and inadequate. Yet we hope that we can continue to build as an inclusive and supportive community, learn from each other, grow together, and appreciate the diversity of our values, perspectives, and life experiences, while transforming the society in which we live.

Please share your feelings, thoughts and recommendations with us at
EDSforRacialJustice@ucsd.edu

