

# READER CRITERIA FOR RECEIPT OF FEE REMISSION FOR THE DEPARTMENT OF MECHANICAL ENGINEERING

PLEASE SIGN AND RETURN TO 6189 ETCHEVERRY HALL

YOUR NAME: \_\_\_\_\_ SID: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_ EMAIL: \_\_\_\_\_ FACULTY ADVISOR: \_\_\_\_\_

## Registered students

1. Must have at least a 3.0 grade-point average.
2. May not have more than two Incomplete grades in upper division and graduate courses on the transcript.
3. Must be in good academic standing (i.e., may not be on academic probation or have had their degree candidacy lapse—see the Guide to Graduate Policy section E1.8, for more information) and be clear of certain disciplinary probations based on the Code of Student Conduct.
4. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving.
5. Graduate students must be registered and enrolled in at least 15 units by the end of the 3<sup>rd</sup> week of classes.
6. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this readership is the student's first ASE assignment. If there is a failure to attend, individuals will not be eligible for ASE appointments in subsequent terms until they have attended this orientation. ([http://hrweb.berkeley.edu/labor/ase\\_orientdate.htm](http://hrweb.berkeley.edu/labor/ase_orientdate.htm)).

## Non-registered students

1. Must have maintained at least a 3.0 grade-point average in their previous academic work.
2. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving.
3. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this readership is the student's first ASE assignment. If there is a failure to attend, individuals will not be eligible for ASE appointments in subsequent terms until they have attended this orientation. ([http://hrweb.berkeley.edu/labor/ase\\_orientdate.htm](http://hrweb.berkeley.edu/labor/ase_orientdate.htm)).

**Timecards for Readers:** All readers absolutely must submit cards to 6195 Etcheverry Hall on or before the 20<sup>th</sup> of each month (except February and December when they are due by the 15<sup>th</sup>).

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**I have read the above requirements to meet the criteria for this fee remission and agree to comply. I understand that failure to comply with any of the above could result in the termination of my appointment or loss of my fee remission.**

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**Student Signature**

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**Date**