
REGULATIONS FOR GRADUATE STUDENTS RECEIVING FELLOWSHIPS

GENERAL REGULATIONS

- It is the student's responsibility to immediately report any change in their student status to the agency (e.g. your Graduate program or Graduate Studies) that awarded them a fellowship. Changes in status include (but are not limited to): major, program, deferring admissions after receiving an award, below minimum GPA, reduction in enrolled units, plans to apply for PELP status, plans to apply for Filing Fee status, or plans to withdraw from the university.
- It is the student's responsibility to immediately report, to their graduate program and to the agency that is providing them with financial support, the receipt of an offer of additional funding. Additional funding includes another fellowship, an academic appointment, a training grant, or multiple fee awards (including fee remission paid by a GSR or TA Appointment).
 - Depending on the unique restrictions of each agency/fellowship, students may not be allowed to accept multiple funding offers during the same term. For example, many agencies restrict academic employment during the tenure of their fellowship.
 - Existing financial support may be cancelled or reduced to accommodate alternate, more advantageous, funding.
 - Students who have been awarded a fellowship with a financial eligibility restriction may lose that fellowship support if additional funding is accepted.
- Fellowship recipients are expected to devote full time to graduate study and/or research. To be considered full time, graduate students must be enrolled in, and maintain, 12 units each quarter (any combination of upper division or graduate course units, group study [298], and research [299] as permitted by the graduate programs).
- The UC Regents mandates that all students have health insurance. UC Davis automatically enrolls all registered students in the UC Student Health Insurance Plan. If students have comparable insurance and do not want to be enrolled in UC SHIP, they must apply for a waiver. More information about UC SHIP is available at <http://shcs.ucdavis.edu/insurance>. If the waiver is approved, the student's Tuition & Fee charge will be reduced by the amount of UC SHIP. If full Tuition & Fees were paid on the student's behalf via fellowship or academic appointment remission prior to the waiver approval, the Tuition & Fee reduction could generate a refund in error. This is considered an over-award and the refund must be repaid. To avoid an over-award, report your intent to opt out of UC Ship at your earliest convenience.
- In order to be paid a fellowship, graduate students must have an eligible citizenship status (US Citizen, Permanent Resident, F1 or J1 Visa, California AB 540). Fellowship offers made to students without an eligible citizenship status will be void.
- Students taking Planned Education Leave (PELP), going on Filing Fee, or withdrawing from the university are not eligible for fellowships.
- Depending on the specific restrictions of the funding, fellowships may not transfer from one program to another. For example, if a student enrolled in the Mathematics graduate program is awarded a fellowship, the student could become ineligible to keep that fellowship if they transfer to Economics.

GENERAL REGULATIONS (continued)

- Students are required to meet and maintain minimum GPA criteria, established by the Graduate Council. The minimum GPA required for students receiving living allowance (stipend), Tuition & Fee fellowships, nonresident supplemental tuition (NRST) fellowships, or an academic appointment is 3.0.
- Continued eligibility for financial support depends on your maintaining satisfactory academic progress.
- Students who receive research or travel awards will have their funds transferred to their graduate program. Research funds may be used only for specific needs vital to the success of your research. Authorized purchases of supply items are only allowed under the departmental delegation level using one of the standard methods (http://afs.ucdavis.edu/our_services/contracting-services/buying-goods/index.html).
- Acquisition of products or services on behalf of the university requires approval by your department before the purchase is made. Approval is secured by using the requisition/purchase order, the purchasing card, UCD Buy, or purchasing from the various campus service units. Paying for something out of pocket and asking for reimbursement is considered an unauthorized purchase and counter to policy.
 - Research funds may be used only for specific needs vital to the success of the research. Allowable supplies and expenses may include laboratory supplies, office supplies, equipment, etc. UC Davis P&PM 350-10 Procurement <http://manuals.ucdavis.edu/PPM/350/350-10.pdf>.
 - Travel funds may be used for transportation expenses, registration, meals, lodging, etc. UC Davis P&PM 300 – Travel and Transportation <http://manuals.ucdavis.edu/ppm/300/300-10.pdf>.

CALIFORNIA RESIDENCY FOR PURPOSES OF TUITION

U.S. citizens and permanent residents are eligible for nonresident supplemental tuition fellowships only for their first three quarters at UC Davis. Information about how to establish California Residency for Tuition Purposes may be found at <http://registrar.ucdavis.edu/tuition/residence/index.cfm>. Students who are not U.S. citizens may receive a nonresident supplemental tuition fellowship in their first and subsequent years.

PETITION FOR EXCEPTION TO POLICY

Requests for exceptions to these policies need to be made in writing to the department who awarded the fellowship. The exception request must be from either the graduate program or department chair, with concurrence by the Graduate Adviser.

- If the fellowship recipient goes on academic probation during the tenure of the fellowship. Graduate Studies will notify the program if an exception process is an option or if the award will need to be reduced or cancelled.

TAX INFORMATION

Some scholarships, grants, fellowships, traineeships, and other forms of gift aid that exceed the costs of tuition, fees, required books, and supplies are taxable. For information about taxes related to education, review IRS Publication 970 at <http://www.irs.gov/publications/p970/index.html>. More Information is available at http://afs.ucdavis.edu/our_services/student-accounting/tax-information/index.html.

- **International students – Fellowship stipends are paid through the payroll office and taxes are withheld and reported to the Internal Revenue Service (IRS) and the State of California, Franchise Tax Board. Certain individuals from countries with which the United States has a tax treaty may be exempted from federal withholding. More information is available from Services for International Students and Scholars (SISS) at <http://siss.ucdavis.edu/taxation.cfm> and Tax Accounting at <http://accounting.ucdavis.edu/Glacier/>.**

These regulations also apply to students who hold awards from outside agencies (e.g. National Science Foundation Fellows, Ford Fellows, etc.) unless the agency stipulates otherwise.