



SANTA CRUZ, CALIFORNIA 95064

**Delivered Via Email**

February 5, 2020

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and the University's  
responsibilities—incur

**Re: Written Warning for Withholding Undergraduate Student Grades**

Dear [REDACTED]:

In accordance with the collective bargaining agreement between the University of California and the United Auto Workers 2865, Academic Student Employees, Article 8 –Discipline and Dismissal (Attachment 1), this letter constitutes a written warning. This action is based on your failure to submit undergraduate student grades and continued withholding of grades well past the fall quarter deadline.

You failed to fully submit grades for the section you were assigned to in the Fall 2019 quarter by the established grade submission deadline of December 18, 2019. As of February 2, 2020, these grades have still not been submitted by you. Submitting timely and accurate grades for any undergraduate student academic work product that has been entrusted to you within your employment as a Teaching Assistant is at the core of your teaching assignment for which you are employed by the University.

Your abandonment and sustained willful dereliction of your job responsibilities as a teaching assistant constitutes misconduct. Your conduct has harmed undergraduate students and disrupted University operations. Some of the direct impacts of your actions in withholding grades may include, but are not limited to:

- Potential loss of financial aid if the University is unable to verify individual undergraduate student academic progress to the Department of Education in order to determine whether a student has made sufficient academic progress allowing them to remain eligible for their financial aid award;
- Inability of individual undergraduate students to successfully apply to graduate, to successfully apply to graduate programs, or be considered for academic honors;
- Lack of credits, which may impact a student's ability to enroll in subsequent classes or receive the correct priority for enrolling in future classes based on their class standing (*i.e.*, their status as sophomore, junior, senior);