

The University of Texas at Arlington
Certification of Credentials and Qualifications for Graduate Teaching Assistants

This form documents that graduate teaching assistants (GTAs) who have primary responsibility for teaching an undergraduate course for credit* and/or for assigning final grades for such a course at UTA meet the qualifications established by the Southern Association of Colleges and Schools (SACS). Before a GTA is assigned as instructor of record for a credit-bearing course, this form must be completed by the Department Chair and approved by the Dean of the college/school. A copy of the completed form should be forwarded to the Office of Institutional Research, Planning, and Effectiveness for recording of credentials. Note that completion of this form does NOT replace the certification by the Graduate School that the student meets all requirements for holding an assistantship as specified in the Graduate Catalog.

***Please note that there are no provisions in the SACS requirements for a GTA to teach a graduate course for credit.**

Appointee Name: _____ UTA ID: _____ Department: _____
 (Last, First - Type or print legibly) (Not SSN)

Effective Date of Hire: _____ Class(es) Assigned: _____

List All Degrees Highest First (e.g., PhD, EdD, MS, BBA, etc.)	Discipline	Month/ Year of Award	Awarding Institution/City, State

Students admitted to a graduate program at UTA must hold a degree from an accredited U.S. institution or an equivalent degree from a foreign institution. The Office of Graduate Studies evaluates each applicant's degree and verifies that this precondition is met for all admitted students.

1. The appointee will have primary responsibility for teaching an undergraduate course for credit and/or assigning final grades. If so, Questions 2 – 4 must be completed.	_____ Yes	_____ No
2. The appointee will be under the direct supervision of a faculty member experienced in the teaching discipline, will receive regular in-service training, and will be evaluated regularly.	_____ Yes	_____ No
3. The appointee holds a master's degree in the subject to be taught or has earned at least 18 graduate semester credits in the subject to be taught. (If no, a justification statement must be provided below.)	_____ Yes	_____ No
4. Transcript(s) documenting the completion of the required graduate credit hours are: (Note that a screen-shot of the electronic version of the transcript is sufficient to document hours earned at UTA. For documentation of relevant hours earned at other universities, an <u>official</u> transcript is required.)	_____ On hand	_____ On order

Justification Statement, if required: (Attach an additional sheet if necessary.)

Certified by Department Chair _____ Signature/Date	Approved by Dean of School/College _____ Signature/Date	Credentials Recorded by IRP _____ Signature/Date
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