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

This form documents that graduate teaching assistants (TAs) who have primary responsibility for teaching an undergraduate course for credit* and/or for assigning final grades for such a course at UTD meet the qualifications established by the Southern Association of Colleges and Schools (SACS). Before a TA is assigned as instructor of record for a course, this form must be completed by the Department Head, Program Head, or Associate Dean (as appropriate) and approved by the Dean of the School. A copy of the completed form should be forwarded to the Provost's Office.

***A TA may not teach a graduate course for credit.**

Appointee Name: _____ UTD Net ID: _____

Department/Program/Area: _____

Class(es) Assigned: _____

Earned Degrees (e.g., BS, MS, MBA, MFA, etc.)	Discipline	Month/ Year of Award	Awarding Institution**

****Students admitted to a graduate program at UTD must hold a degree from an accredited U.S. institution or an equivalent degree from a foreign institution. The Associate Dean of Graduate Studies in the academic unit 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.	_____Yes	_____No
OR		
4. The appointee's transcript shows at least 18 graduate semester credits in the subject to be taught.	_____Yes	_____No

Certified by Associate Dean **Approved by Dean of School** **Credentials Data Recorded by Provost's Office**

_____ _____ _____

Signature/Date **Signature/Date** **Signature/Date**