

**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.**

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| 1. The appointee will have primary responsibility for teaching an undergraduate course for credit and/or assigning final grades. <b>If so, Questions 2 – 4 must be completed.</b>            | _____ 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 |
| <b><u>OR</u></b>   |           |          |
| 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