

Request for an Exception to the 18-Credit Requirement for GTAs

Student Name
(last, first middle)

Comp ID
(e.g. mst3k)

SIS ID
(office use)

GTAs must have a master's degree or 18 graduate credit hours in the discipline they are teaching to be appointed to a graduate teaching assistantship. See UVA Policy of Graduate Assistantships: <https://uvapolicy.virginia.edu/policy/PROV-001>

Proposed Course

INCLUDE: course title, subject, catalog number, and section(s)

REASON (select one)

Proposed student has a strong undergraduate academic record and the GTA assignment will be limited to facilitating discussion sessions and grading under the supervision of a faculty member.

Strong undergraduate record; TA assignment supplemented by extensive instruction in pedagogy within the discipline **as detailed below.**

Unforeseen/emergency teaching need (**explain circumstances and describe graduate student's qualifications**).

Reason Details - must include:

GTA responsibilities in the proposed course, as well as qualifications of this individual to fulfill the duties for this course. Must attach undergraduate transcript when submitting form. When appropriate: a description of any supplemental instruction in pedagogy within the discipline or explanation of unforeseen/emergency circumstances.

Don't forget to attach undergraduate transcript with submission of this form (unofficial transcript sufficient)

APPROVAL

Name

Digital Signature

Supervising Faculty
(primary instructor of proposed course)

Department Chair

Office of Graduate Programs