



## Graduate Teaching Assistant Approval Form

This form must be submitted *every semester* for any graduate student receiving compensation for instruction from the Part-Time Overload Budget. Graduate students can not teach more than 6 load hours per semester. GTAs are compensated at \$600 per load hour for their teaching and *may* also receive a scholarship. Scholarships are competitive and extremely limited. Graduate students must complete paperwork in HR.

SEMESTER: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

Name of Graduate Student: \_\_\_\_\_  
 Email \_\_\_\_\_  
 G-Number: \_\_\_\_\_

If this student has taught before, please comment on student evaluation data:  
 \_\_\_\_\_  
 \_\_\_\_\_

Course to be Taught: Prefix \_\_\_\_\_ Number \_\_\_\_\_ Section \_\_\_\_\_  
 CRN \_\_\_\_\_ Load Hours: \_\_\_\_\_  
 List qualifications and experience relating to this course here, along with a plan for supervising the GTA  
 \_\_\_\_\_  
 \_\_\_\_\_

Course to be Taught: Prefix \_\_\_\_\_ Number \_\_\_\_\_ Section \_\_\_\_\_  
 CRN \_\_\_\_\_ Load Hours: \_\_\_\_\_  
 List qualifications and experience relating to this course here, along with a plan for supervising the GTA  
 \_\_\_\_\_  
 \_\_\_\_\_

**Submission by Chair**

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Route to Dean*

**Review by College Dean**

\_\_\_\_ Approved  
 \_\_\_\_ Not Approved

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Route to Graduate School*

**International Students:**

Missouri Statute 170.012 has requirements for GTAs regarding English skills and cultural knowledge, and requires detailed reporting to the state.  
 Nation of origin: \_\_\_\_\_  
 Native Language: \_\_\_\_\_  
 TOEFL Score \_\_\_\_\_

This student participated in the IEP  
 This student has been tested for his/her ability to communicate in English in a classroom setting  
 This student has received a cultural orientation  
 This student has previously lived in the United States

**Graduate School Approval**

\_\_\_\_ Approved  
 \_\_\_\_ Not Approved  
 Scholarship Funds Awarded: \$ \_\_\_\_\_

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Route to Academic Affairs*

**Review by Academic Affairs**

\_\_\_\_ Approved  
 \_\_\_\_ Not Approved

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Copies to Chair, Dean, Graduate School*

**The graduate school will ensure that the graduate student is paid through communication with Academic Affairs and Payroll. The TA should have 0 load hours reported in the workload report, however, they should be listed as the instructor of record in Banner (after approval by Academic Affairs). TAs will only be compensated for actual workload earned. Scholarships can not exceed the cost of tuition and fees and can not be used for undergraduate courses..**