

Certification of Graduate Teaching Assistant Academic Preparation

Rationale: A student who is hired as a Graduate Teaching Assistant (GTA) and has primary responsibility for teaching a course for credit and/or for assigning final grades is required to have completed 18 graduate hours (with a grade of C or better) in the field in which they are teaching. These requirements do not apply to GA(S)s engaged in assignments such as assisting in laboratory sessions, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

Instructions: This form must be filed with the Graduate School when a student is first hired as a Graduate Teaching Assistant. It does not have to be filed again if the student is hired as a GTA for future semesters.

In the table below, list at least 18 graduate hours which the student has completed in the teaching field. For TWU credentialing, please list the university, the course prefix & number, the course title, the semester credit hours, the course date, and the student's final grade. Thank you.

Student ID# _____ Student Last Name _____ Student First Name _____ Date _____

Student Degree/Major _____ Hiring Department/Program _____

University	Course Prefix & No.	Course Title	Semester Hours	Date	Grade

Please note: International students must meet the [English-speaking proficiency](#) (ESP) required of instructors. Please confirm below that the student meets the ESP requirements for a graduate teaching assistant. ESP tests include: [IELTS](#), [MELAB](#), [Pearson Test of English](#) (PTE), [TOEFL iBT](#).

ESP Test Taken _____ **Date of Test** _____ **Score** _____ I certify that this student meets the ESP required of an instructor.

Component Leader _____ Graduate School Dean _____

This form was last revised in June 2026

TWU Graduate School

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