



Last	First	Middle	M#
College/School	Department		Dept Phone
Direct Supervisor	Office Phone	Semester	Has this student been a GTA before? Semester?

NOTE: A GTA will not gain access to course(s) until 1) required documentation has been received; 2) minimum GPA has been verified; and 3) they have scheduled for at least six graduate hours (excluding graduation semester).

CRN	COURSE-SEC	SHORT TITLE	X (PRIMARY INSTRUCTOR)

Please submit the following to Academic Affairs:

1) Electronic Personnel Action Form (EPAF) through SSB for approval

2) Attached to GTA Schedule Assignment form:

Resume

Official Transcript (If pre-approved as primary instructor. Limited to 100-level.)

– Office of the Provost Use Only –

☐ New ☐ Returning ☐ Category Change

_____ Scheduled Graduate Hours

_____ 18 Graduate Hours - Category E

_____ Resume Attached

_____ GPA Minimum

_____ Less than 18 Hours - Category F

_____ Transcript (If required.)