



Last	First	Middle	M#
College/School	Department		Dept Phone
Direct Supervisor	Office Phone	Semester	Has this student been a GTA before? Semester? NO YES _____

**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.)