

Department Contact Information

Name: _____

Phone: _____

Email: _____



The University of Georgia

**Request for GTA/GLA Academic Credential Exception
to Lead Laboratory or Discussion Sections of UGA COURSES**

Requested Course ID(s)/Numbers(s): _____

Credit Hours for Course(s): _____

Maximum % Teaching Responsibility assigned to GTA/GLAs for the course(s): _____ %
(maximum allowable = 90%)

Effective Term for Exception: _____

In order to process this request, you must certify the following conditions have been met for the above course(s):

- The faculty member assigned to the course(s) has overall responsibility for the course(s), including
 - Pedagogical design,
 - Course content, and
 - Policies and criteria for assigning grades.

- Departmental processes are in place to ensure the following:
 - Each GTA/GLA has the appropriate discussion skills and appropriate knowledge of the course(s) content to supervise the discussion section;
 - Each GTA/GLA has appropriate training in instruction of the discussion section; and
 - Each GTA/GLA is under ongoing and direct supervision of the faculty member assigned to the course(s).

Certified by:

Department Head/Director: _____ Date: _____

Dean/Vice President: _____ Date: _____

**Please route this completed request to:
Office of Faculty Affairs
202 Franklin House, Athens, GA 30602
Phone: (706) 542-0547**

Approved:

Vice President for Instruction: _____ Date: _____