MISSISSIPPI STATE UNIVERSITY - OFFICE OF THE GRADUATE SCHOOL
VERIFICATION OF TEACHING CREDENTIALS
GRADUATE ASSISTANT AS INSTRUCTOR OF RECORD

Name: ________________________________________    MSU ID: ______________   NET ID: ____

Graduate Major: ________________________________________________________________

Concentration: ________________________________________________________________

Graduate Minor (if applicable): __________________________________________________

Mississippi State University Academic Operating Policy and Procedure (AOP) 13.09 Credentials for Teaching, states

“Graduate teaching assistants may serve as instructors of record only for undergraduate courses. These graduate students must possess a master’s in the teaching discipline and obtain classroom certification from the Graduate School. Graduate teaching assistants must receive direct supervision by a faculty member experienced in the same teaching discipline, regular in-service training, and planned periodic evaluations. Graduate teaching assistants cannot serve as instructors of record for graduate level courses, regardless of qualifications.”

Teaching discipline requires minimum 18 hours graduate credit:

If the above named graduate student does not possess, at a minimum, a master’s degree with a concentration in the teaching area with at least 18 graduate semester hours in the same teaching area, the department head must attach a letter of justification explaining the qualifications and credentials to teach the class(es). (AOP 13.09). A copy of this form and the justification letter will be forwarded to the Office of Institutional Research & Effectiveness.

Teaching discipline (if different from above): _______________________________________

By signing below, I certify that the above named graduate assistant is qualified (per AOP 13.09 standards) to teach in the discipline areas listed.

Signature: ____________________________ Date: ________________________
Student

Approved: ____________________________ Date: ________________________
Graduate Coordinator

Approved: ____________________________ Date: ________________________
Department Head

Office of the Graduate School - PO Box G; Mississippi State, MS 39762 - Mailstop 9703
6/15/2015