

**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