

FOR GRADUATE TEACHING ASSOCIATES ONLY:

SACS REQUIREMENT

The 18-hour requirement enacted by The Southern Association of Colleges and Schools (SACS) specifies that graduate students who have primary responsibility for teaching a course (Graduate Teaching Associates) must have earned at least 18 graduate semester hours in their teaching fields.

Regulations specifically addressing the 18-hour requirement, excerpted from the SACS publication, Criteria for Accreditation, (Atlanta, December 1984, p.25), read as follows:

[Graduate Teaching Associates], who have primary responsibility for teaching a course for credit and/or for assigning final grades for such a course, must be under the direct supervision of a faculty member experienced in the teaching field, receive regular in-service training, and be regularly evaluated. They must also have at least 18 graduate semester hours in their teaching field. The above requirements do not apply to graduate teaching assistants who are engaged in assignments such as laboratory assistance, teaching physical education activities, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

I hereby certify that a graduate student in

has met the SACS 18-HOUR REQUIREMENT by the satisfactory completion of 18 graduate semester hours of coursework in his/her teaching field prior to this appointment.

Department Head/Unit Head*

Date

Dean or Director*

Date

*Signatures required