

PACE UNIVERSITY

Elisabeth Haub School of Law

Teaching Assistant for Credit Request

Students who wish to work as a TA for course credit should submit this form to the full-time faculty member for signature and then to the Registrar for the Academic Dean's approval.

1. Student's Name: _____

2. Student ID U #: _____

Please Print

3. Phone #: _____

4. F/T Day: ____ P/T Day: ____ P/T Eve: ____

5. Anticipated Date of Graduation: _____

6. I request course credit for acting as a Teaching Assistant for the following course:

(specify LAW number and name of course) _____

(specify name of instructor) _____

for _____ (specify 1.5 or 2) credit hours during the following term:

Fall 20____ Spring 20____ Summer 20____

(for acting as a TA, a student will receive 1/2 of the credits that students enrolled in the course receive; that means a TA for a 4-credit course will receive 2 credits; a TA for a 3-credit course will receive 1.5 credits; the TA is expected to attend each and every course meeting)

7. This course is ____/is not ____ not a distance course (check one).

8. I have ____ or have not ____ (check one) taken this course with this instructor before.

9. Current Cumulative GPA: _____

10. Grade received when student took this course with same instructor: _____

11. Have you previously registered as a Teaching Assistant for Credit with this full-time faculty member or any other faculty member? ___ Yes ___ No

If yes, indicate here: Year _____ Semester _____ // Year _____ Semester _____ // Year _____ Semester _____

(students may not receive credit for acting as a Teaching Assistant for more than two (2) credits in any one semester and no more than four (4) credits total, whether or not supervised by the same or different faculty members; students may not receive credit for acting as a Teaching Assistant in the same semester that they are receiving compensation for acting as a Dean's Scholar)

Name(s) of supervisor(s) of prior Teaching Assistant for Credit courses:

13. Student's Signature & Date:

14. Request for this student to receive credit for acting as a Teaching Assistant is joined by:

Full-time Faculty Member's Signature and Date
Full-time Faculty Member's Name Printed:

15. Permission for this student to receive credit for acting as a Teaching Assistant is approved by:

Associate Dean for Academic Affairs
Signature and Date