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Stepping Out of a Teaching Assistantship

Table with 4 columns: Student Name, Plan, Signature, Date

A student may "step out of" (temporarily resign) a Teaching Assistantship for normally up to one year, with the approval of the student's advisor, the Associate Chair for Graduate Studies, the graduate coordinator of the student's plan, and the Director of Composition or Associate Chair for Undergraduate Studies. There must be serious reasons for the exception, such as compelling personal circumstances or opportunities that will clearly and significantly benefit a student's research or enhance his/her professional credentials. The clock (years in program) will continue to run during the time the student has "stepped out." A student's Teaching Assistantship status upon return thus will be determined by the number of years in the master's or doctoral program, progress toward the degree, strong teaching performance, and good academic standing, as if the Teaching Assistantship had not been interrupted.

Semester resigning: _____ Semester returning: _____

Reason (attach separate sheet if necessary)

Large empty rectangular box for writing the reason.

Advisor Signature _____ Date _____

Director of Graduate Studies Signature _____ Date _____

Plan Coordinator Signature _____ Date _____

Director of Composition -or- Associate Chair of Undergraduate Studies Signature _____ Date _____