

Procedure for Requesting GTA to Serve as an Instructor of Record

Note: All requests must be submitted through DocuSign

1. Complete a [Request for Graduate Teaching Assistant to Serve as Instructor of Record](#) form. Save the form so it can be uploaded into DocuSign.
2. Sign in to [DocuSign](#). Click on **NEW**, then select **Send an Envelope**.
3. In the **Add Documents to the Envelope** section:
 - A) Click on **UPLOAD**. Then upload the saved copy of the request form. A box entitled **Select Matching Templates** should pop up. Select **APPLY**.
 - B) Click on **UPLOAD** again and upload the transcripts and CV or resume for the GTA.
4. In the **Add Recipients to the Envelope** section, provide the name and email for your department chair and college dean. The remaining recipients have already been added to the template. Click on the yellow **NEXT** box at the bottom right of the page.
5. Review your uploaded documents. If you click on the color-coded signature boxes, you will see the recipients' names on the right of the screen. Click **SEND** to submit.
6. If needed, submit a [Request for Exception for Faculty Credentials](#) form using the same procedures (steps 1-5).
7. **Please provide the College of Graduate Studies with the student's official transcript.** This must be in hard-copy form. To obtain a transcript, the student must complete and sign a [Transcript Request Form](#). In the **MAIL TO** section, the College of Graduate Studies, P.O. Box 4458, should be entered. Your department could also be entered here if you would like a copy for your records. The transcript will not be considered official if it is issued to the student. Graduate Studies will save a copy of the transcript and then send it to Academic Affairs to be placed in the student's instructor records.
8. Once the request has been approved, the student may be entered in Banner as an instructor.