

Policy Number: 406

Subject/Title: Teaching or Graduate Assistant Enrollment Status Requirement

Effective Date: Fall 2018

Policy Statement:

In order to be a Teaching Assistant or Graduate Assistant (TA or GA) during a given term, students must be enrolled at least-half time during that term (five (5) semester credit hours in the fall and spring terms and three (3) semester credit hours in the summer term).

This requirement does not apply to Graduate Research Assistant (GRA) positions.

Doctoral students are able to serve as a secondary instructor with an UTHealth Houston School of Public Health faculty member serving as the course primary instructor. In accordance with UT System Board of Regents Rule 31101, students must be “in the last phase of their doctoral program and who are unconditionally enrolled in graduate study.” Students who have passed their preliminary exam and making progress toward their dissertation will be considered in the last phase of their program. In addition, students must have served as a TA for at least two terms.

A waiver may be obtained by sending an email request to students’ respective department TA and GA coordinators.

Reason for Policy: To offer TA or GA positions to students enrolled at least half-time.

Definitions: N/A

Scope and Audience: All UTHealth Houston School of Public Health students

Responsibilities and Procedures: Students must be enrolled for the minimum semester credit hours to be eligible for a TA or GA position.

Related Policies, Forms and Information:

- [UT System Board of Regents Rule 31001, section 2.2n](#)

History:

- Approved by Academic Council, June 2018
- Approved by Executive Council, July 2018

Responsible Office/Contact Information:

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