

## Graduate Assistant Instructor Designation Application

Please complete Parts I and II. Attach to this application a copy of your GATI Certificate, your curriculum vita, an Official Transcript and then submit it to your department head for review.

Name \_\_\_\_\_ WKU ID # \_\_\_\_\_  
Last First M/M

Email \_\_\_\_\_ Graduate Department \_\_\_\_\_

### PART I—List all courses remaining for completion of your graduate degree

Course #	Title	Credit Hours	Term
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### PART II—Applicant Certification

I, the undersigned, do hereby affirm that all information provided herein above is complete, true, and correct and that I have fulfilled all requirements of the Graduate Assistant Instructor designation at Western Kentucky University as prescribed by The Graduate School Office.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### PART III—Department Head Endorsement

Applicant has successfully completed the required departmental teacher training program

I have assigned \_\_\_\_\_, a faculty member of this department, to supervise the applicant's teaching.

The applicant will be teacher of record for the following course(s):

Course #	Title	Credit Hours	Term
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

*After department head signature, please forward to the appropriate academic college dean for approval*

### Part IV—College Dean Approval

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Date

*Please submit the student's completed application to: The Graduate School Office, 207 Wetherby Administration Building*

*Note: The GAI designation is not official until all individuals have approved the application. The Dean of Graduate School has final approval of the application and reserves the right to refuse approval even if approved by other individuals.*

**For Graduate Studies Use Only**

- 18 graduate hours completed (by conclusion of application semester)
- 3.0 or above graduate GPA
- Copy of BSCT certificate of completion or departmental GAI teacher training completion certificate
- CV
- Official Transcript

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Graduate Dean

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Date

Attachment 1: Certificate of Completion from GATI or departmental GAI training

Attachment 2: CV

Revised 10-13-2015