



TEACHING ASSISTANT PROPOSAL

Procedure:

1. Meet with your Faculty Supervisor.
2. View on-line FERPA tutorial at <http://www.whitworth.edu/Administration/HumanResources/EmployeePolicies/index.aspx>
3. Take on-line FERPA quiz and submit agreement so it can be documented in Whitworth's database system.
4. After successful completion of tutorial, you will receive an email confirmation. Attach that confirmation to this form.
5. Sign and obtain Faculty Supervisor & Department Chair's signatures.
6. Return these forms to the Registrar's Office prior to the 10th day of the term.

Student Information

Student Name: _____
(Last) (First) (M.I.)

Student ID#: _____

Address: _____

Phone: _____

Class Standing: _____

Year/Term: _____ / _____

Department _____ Course # (circle one): 395 495

Course number & title: _____

Number of credits _____ (40-45 hours of work required for each semester credit)

Grading system to be used (check one): ___ A-F (plus/minus)* ___ S/NS

*Grading Criteria must be attached if the A-F grading system is used

Description of assistantship:

Course Information

Papers, projects, assignments required:

Required Signatures

Student Signature _____ **Date** _____

FERPA on File Yes _____ No _____

Approved By:

Faculty Name-Please print _____

Faculty Signature _____ Date _____

Confirmation e-mail that student has completed FERPA MUST be attached

Department Chair _____ Date _____

Dean _____ Date _____

Registrar _____ Date _____

Internal Use Only

Overload?

Yes No

Please complete this form and return to the Registrar's Office; copies will be sent to Faculty Supervisor and Student with completed signatures.