



This guide functions as a companion to UGA Policy for Teaching Assistants. Where there is a discrepancy between this document and the policy document, you should defer to the policy document. For more information about TA Policy at UGA, see <https://ctl.uga.edu/grad-student/ta-policy/>.

Please use the charts below to determine your required English Language Proficiency action steps related to TA and Instructor of Record policy. Note that if you are an international student (1) from a [recognized English speaking country](#), or (2) who has completed a four-year undergraduate degree at an accredited institution in a country where English is the primary language (as recognized by the Graduate School) no more than four years prior to beginning your degree at UGA, then these charts do not apply: you are expected to adhere to [TA policy](#) in line with the regulations for American students.

*Use Table 1 to help you determine your current placement level and refer to Table 2 to identify your TA Policy requirements for demonstrating English language proficiency. FAQs are provided on page 3.*

## TABLE 1: DETERMINE YOUR PLACEMENT LEVEL

You should use your latest score – most likely used for admission to UGA – to determine your level. You only need one score from one test, but have three test options (TOEFL, IELTS, and Duolingo). If you do not have a TOEFL, IELTS, or Duolingo score, [complete this form](#) to request a [placement test](#).

Test Score			Placement Level
TOEFL speaking score	IELTS score	Duolingo Score	
26 or higher	8.0 or higher	135 or higher	Level 4
23-25	7.0-7.5	115-130	Level determined by <a href="#">Placement Test</a>
22 or below	6.5 or below	110 or below	Level 1



## TABLE 2: NEXT STEPS

Once you have determined your placement level (Table 1), use this chart to determine your next steps in order to be a TA or Instructor of Record (IoR) at UGA. Please note: in order to serve as an IoR you must complete all steps required to TA, *and* you must meet additional requirements related to serving as an instructor of record. To hold a TAship you must also have participated in TA Orientation.

Placement Level	Mandatory Course Enrollment	What type of instructional roles can students hold while enrolled in required course(s)?	Retesting Requirement after completion of course(s)	What types of instructional roles can students hold after completing all required course work?
4	GRSC 7770 or approved departmental equivalent	Any instructional role. Instructors of Record must also satisfy Instructor of Record policy.	Not required	Any instructional role except Instructor of Record. <a href="#">Follow this link</a> for more information about becoming an IoR.
3	LLED 7769*	Limited duty TAship (e.g. proctor, paired laboratory teaching, graders).	Not required for a TA position; required for Instructor of Record position.**	Note: Graduate students must achieve Level 4 in order to serve as an IoR. Successful completion of LLED 7769+Level 3 is sufficient to hold a TAship.
2	LLED 7769*	No instructional roles permitted.	Required for either a TA or Instructor of Record position. **	Students may not hold any TAship until they have successfully completed LLED 7769 and achieved a new score on TOEFL, iELTS, or Duolingo placing them into either Level 3 or Level 4, or been placed into Level 3 or 4 through the LLED placement test (administered at the end of LLED 7769).**
1	LLED 7768 & LLED 7769 (consecutively)			

\*Check with your home department to see if TAs are also required to complete their departmental GRSC 7770 or approved equivalent, in addition to LLED 7769 requirement.

\*\*As of Fall 2020, the final test administered in LLED 7769 will serve as a student’s re-test and will be used to determine eligibility to TA and/or teach as an IoR. Students who do not achieve a sufficient score on their retest may appeal for a waiver to serve as a TA or IoR. To apply for the waiver, your departmental Graduate Coordinator must complete [this form](#) at least two weeks before the start of your teaching appointment.



## FREQUENTLY ASKED QUESTIONS

### **What are the English Proficiency Requirements for International students to serve as an Instructor of Record?**

You must complete all TA Policy requirements and achieve a test score that places you into Level 4 in Table 1 above. Beginning Fall 2020, graduate Instructor of Record candidates may not satisfy their English Proficiency Requirement via a speaking score of 24 or equivalent and successful completion of LLED 7769; however, graduate students who were previously certified via LLED 7769 completion letter (prior to Fall 2020) to satisfy their English Language Proficiency requirement at UGA via this mechanism will be permitted to serve as a graduate Instructor of Record for the duration of their graduate appointment at UGA. In addition, you must adhere to any additional Instructor of Record requirements laid out in [this policy](#).

### **If I am an International student and I have been at UGA for several years, can I waive the English Proficiency requirements?**

No, the only way to “bypass” the LLED course requirements is to re-test using ITA-TEP, Duolingo, TOEFL, or IELTS to determine your path. You may not waive the course requirements without re-testing.

### **If I am an International student and I completed my Master’s at UGA and am now a PhD student, can I waive the English Proficiency requirements?**

No, the only way to “bypass” the LLED course requirements is to re-test using ITA-TEP, Duolingo, TOEFL, or IELTS to determine your path. You may not waive the course requirements without re-testing.

### **If I am an International student and I completed at degree at another institution, can I waive the English Proficiency Requirements?**

If you have a four-year undergraduate degree from an accredited institution in a country where English is the primary language (as recognized by the Graduate School) completed within four years of entry to UGA, you are recognized as Level 4 and are not required to submit TOEFL/IELTS or Duolingo scores. You may proceed directly to GRSC 7770 or approved department equivalent. If you have an undergraduate degree from an accredited institution in a country where English not is the primary language (as recognized by the Graduate School), you are not automatically eligible to waive testing requirements (even if you were not required to submit scores for admissions to UGA). Follow the procedure above to determine your language placement and proficiency requirements.

### **What is the definition of a Limited Duty TAship?**

Limited Duty TAships are defined as closely monitored TA assignments with no independent responsibility for instruction. Limited Duty TAships may include grading, proctoring, holding office hours, pairing with a more senior TA for in-class or in-laboratory activities, and/or serving as a TA for a language course in the TA’s native language. Limited Duty TAs may not hold responsibilities for more than one course, must have only one TAship supervisor, and must be provided with continuous mentorship by a faculty member (including one-on-one check-ins throughout the semester).