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## **Conflict of Interest Graduate Students Serving as Instructional Assistants in Graduate Classes**

Graduate students may NOT be assigned to teach any course at the 500-level or higher.

Graduate students should not be assigned as an instructional assistant for any course at the 500-level or higher as this puts a student in potential conflict with others in the cohort. Even the perception of conflict must be avoided. It is imperative that the faculty supervisor take measures to neutralize any perceived special advantage and to resolve any grade disputes that may occur. The faculty member must be responsible for grading all major assignments, research papers, and final exams/projects.

Graduate students normally do not teach other graduate students from the same academic program. However, there are times when a graduate student must enroll in an undergraduate pre-requisite course with another graduate student serving as Instructor of Record. In such cases, a full-time faculty member must be designated as the graduate student's teaching supervisor and be responsible for grading the graduate students' work.

In these situations, the director of graduate studies must file the Conflict of Interest Form with the Graduate School for evaluation. Both the Director of Graduate Studies and the Faculty Instructor of Record must sign this form.

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Course Number and Name

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Semester

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Name of Graduate Assistant

School/Department: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Graduate Studies: \_\_\_\_\_

Faculty IOR or Supervisor: \_\_\_\_\_

Signing this document indicates accepting responsibility to ensure no conflict of interest will occur.