



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. If you are an international student (1) from a recognized English-speaking country ([as determined by the graduate school](#)), or (2) who has completed a four-year undergraduate degree at an accredited institution in a recognized English speaking country no more than four years prior to beginning your degree at UGA, then you do not need to demonstrate English language proficiency. Instead, you need only adhere to [TA policy](#) in line with the regulations for American students.

Recognized English-speaking countries are defined as [those for which the Graduate School does not require a language test score](#) (e.g., TOEFL or IELTS) as part of the application and admissions process.

STEP 1: DETERMINE YOUR PLACEMENT LEVEL

You should use your latest language test score – most likely used for admission to UGA – to determine your level. You only need one score from one test, but you have three test options (TOEFL, IELTS, and Duolingo). If you do not have a TOEFL, IELTS, or Duolingo score, you will need to take UGA’s International TA Test of English Proficiency (ITA-TEP). If your score falls in the middle range in the chart below, you will also need to complete a placement test to determine your level for the purposes of TA Policy. Follow this link for [more information about UGA’s placement tests](#).

| Test Score | | | Placement Level |
|--------------------------|---------------------------|-------------------------------------|--|
| TOEFL speaking sub-score | IELTS speaking band score | Duolingo English Test Overall Score | |
| 26 or higher | 8.0 or higher | 135 or higher | Level 4 |
| 23-25 | 7.0-7.5 | 115-130 | Level determined by Placement Test |
| 22 or below | 6.5 or below | 110 or below | Level 1 |



STEP 2: IDENTIFY YOUR LANGUAGE PROFICIENCY REQUIREMENTS

Once you have determined your placement level (see above), use this chart to determine your next steps. Note that in order to serve as an Instructor of Record (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 complete the requirements explained below *and* you must have completed the CTL's TA Orientation training modules.

| 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. Follow this link 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.** | 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 regular 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 <i>and</i> achieved placement into Level 3 or 4 (through TOEFL, IELTS, Duolingo, and/or ITA-TEP). Level 3 students may hold any TAship; Level 4 students may also serve as an Instructor of Record.** |
| 1 | LLED 7768 & LLED 7769 (consecutively) | | | |

*LLED 7769 serves as a GRSC 7770 equivalent. Check with your home department to see if they require you to complete their departmental GRSC 7770 or approved equivalent in addition to the 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.



FREQUENTLY ASKED QUESTIONS

What are the English language proficiency requirements for international students to serve as an Instructor of Record?

To serve as an Instructor of Record (IoR), you must complete all TA Policy requirements and achieve a test score that places you into Level 4 (see above). Graduate students who completed LLED 7769 prior to Fall 2020 are also permitted to serve as an IoR with a TOEFL speaking sub-score of 24 or higher, or an IELTS speaking band score of 7.0 or higher. Students completing LLED 7769 in Fall 2020 or later must place at Level 4 (see above) to be an IoR. Note also that 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 language 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. If you place into Level 4 then you will have satisfied the English language proficiency requirement and will not need to take additional steps. Otherwise, see above.

If I am an international student and I completed my Master’s at UGA and am now a doctoral student, can I waive the English language 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. If you place into Level 4 then you will have satisfied the English language proficiency requirement and will not need to take additional steps. Otherwise, see above.

If I am an international student and I completed a degree at another institution, can I waive the English language 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 take further language proficiency action. You may proceed directly to GRSC 7770 or an approved department equivalent. If you have an undergraduate degree from an accredited institution in a country where English is not the primary language (as recognized by the Graduate School), you should follow the procedure above (even if you were not required to submit language test scores for admissions to UGA).

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).