

Undergraduate Instructional Assistant (UGIA) Sample Academic Integrity and Disclosure Agreement

As an undergraduate instructional assistant in/for _____ (department/course), I understand that I am obligated to abide by all university policies, as well as federal and state laws regarding maintaining and protecting student privacy at all times. I have been trained on the terms of the Family Rights and Privacy Act (FERPA) and I understand that they prohibit me from sharing any personal and academic information about a student with another party. I understand that I am allowed to discuss protected information with my supervising instructor/GTA, other undergraduate instructional assistants on my immediate team, or any other school official who has a “legitimate educational interest.”

I also understand that per KU’s academic integrity policy, my relationship with a student in the course cannot affect that student in the course. This includes, but is not limited to, giving private tutoring to a student outside of scheduled course related activities.

I also acknowledge that I have disclosed any existing or current relationships with enrolled students, and if any new ones arise, I will share them with my supervising instructor/GTA.

I understand that violating this agreement will result in the termination of my role as an undergraduate instructional assistant and may subject me to additional departmental sanctions including but not limited to being prohibited from working as an undergraduate instructional assistant in the future.

UGIA printed name:

UGIA signature:

Date:

Supervisor Signature: