

REQUEST FOR APPROVAL OF FACULTY TO TEACH GRADUATE COURSES

(ATTACH RESUME IF THIS IS INITIAL REQUEST)

Faculty Member's Name:

Dept:

Highest Degree:

Course Number and Title:

Number of Credits:

Semester Course will be Taught:

Faculty who are not full status members of the graduate faculty may not teach graduate courses without the approval of the College Dean and the Director of Graduate Studies. Initial requests for approval must be accompanied by a resume emphasizing the demonstrated competencies of the individual in terms of experience, graduate study, research, and/or publications. Using the information provided, summarize the competencies of this individual relevant to teaching the above course in the box below.

Please submit a separate form for each course to the College Dean and Director of Graduate Studies no later than four weeks before the course begins.

Submitted by: _____ Date: _____
Department Chair

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APPROVALS:

_____ Date: _____
College Dean

_____ Date: _____
Director of Graduate Studies

Status: I II III

One Time Only: yes no