

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 relative to the discipline. 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 Dean for School of Graduate Studies no later than four weeks before the course begins.

Submitted by: _____ Date: _____
Department Chair

APPROVALS:

College Dean Date: _____

Dean for School of Graduate Studies Date: _____

Status*: Doctoral I II One Time Only: yes no

*Please reference: [Policy 3-18 Appointment of Graduate Faculty](#) and
[Procedure 3-18a Appointment of Graduate Faculty](#)