

Approvals

Graduate Program

Head of graduate program offering the course Signature Date

Additional Signatures (Required only if different than Graduate Program Head)

Unit leader to whom proposed instructor reports
(e.g., department head or other supervisor) Signature Date

Head of academic unit offering the course(s),
(e.g., department head, school director, IGDP chair) Signature Date

Graduate Faculty Nomination Evaluation Committee (GFNEC)

Required for new requests. Not required for ongoing performance evaluations.

Chair of the GFNEC of the college/school
offering the course Signature Date

College/School Offering the Course

Administrator for graduate education of
college/school offering the course(s).
(e.g., associate dean; director of academic affairs) Signature Date

Dean of the Graduate School / Dean's Designee

Dean of the Graduate School / Dean's Designee Signature Date

OPTIONAL INFORMATION:

Name and email address of administrative staff member who should be notified in the event of errors, omissions, or other notifications related to the processing of this form:

Name (Print or type): _____ Email: _____

Upon completion, please send this form along with the required supporting documents (e.g. curriculum vitae for a new request; most recent SRTEs of the requested course and most recent peer evaluation of a graduate course for ongoing performance evaluation) to graddeansoffice@psu.edu or to the Dean of the Graduate School, Office of the Dean, 211 Kern Graduate Building, University Park, PA 16802.