The University of Arizona

FORMAT AND GUIDELINES FOR GRADUATE CERTIFICATE APPROVAL

Directions:
1. Provide information regarding the proposed graduate certificate in the format requested on the attached pages. Respond to each item individually. Indicate “not applicable” where appropriate.
2. Obtain signatures of the proposed unit administrator and department or committee head and college dean or Director of Graduate Interdisciplinary Programs. Signature verifies that the proposal has received faculty approval through appropriate procedures and that the unit has the resources to support the certificate. In some situations signatures of more than one dean or department head may be required. If the program changes have a commitment of resources from other than the initiating unit, the signature of the collaborating department/committee head and collaborating college dean is also required. If you have any questions, please contact Dianne Horgan, dhorgan@email.arizona.edu or Patti J. King, pattik@u.arizona.edu, 621-4107.
3. Forward the original and one copy to the college office for the dean’s signature and retain a copy for departmental files.
4. The dean should forward the original to the Curriculum Office - Academic Programs, Attn: Patti J. King, MLK 320, and retain the remaining copy for college files. An electronic version of the documents with appropriate signatures is preferred but not required.
5. Documents must be submitted in a timely manner to move through the campus approval process. UA campus protocols include review by the Graduate Council or designated representative; Provost Management Group; and Academic Council (deans) review; Instruction and Curriculum Policy Committee of the Faculty Senate; and the Faculty Senate for final formal approval.

Initiating college, department, or committee: Office of Instruction and Assessment (OIA)

Title of this proposal: Graduate Certificate in College Teaching (GCCT)

Unit Administrator: (name and title) Debra Tomanek

Unit Administrator’s Signature: __________ Date: 12/10/10

College Dean’s Signature: __________ Date: 12/10/10

Official Contact Person (name, telephone, email): Debra Tomanek 621-7380 dtomanek@u.arizona.edu