The Graduate School
Sam Houston State University
A Member of The Texas State University System

**REQUEST FOR PERMISSION TO ALLOW A NONMEMBER
OF THE GRADUATE FACULTY TO TEACH A GRADUATE COURSE**

Instructions:
1. This form should be used if entry of a proposed instructor's samID or social security number in the Schedule of Classes for a graduate course was denied.
2. This form should be accompanied by appropriate documentation and curriculum vita, including degrees held, experience, research accomplishments, publications, performances, etc.
3. A separate form is required for each course and must be submitted for the appropriate semester or summer session.

Name of Proposed Instructor _____ SamID/SSN _____

Semester _____ Graduate Course No. _____ CID# _____

Title of Graduate Course _____

I.   Instruction by SHSU Faculty Member

It is proposed that the nominee be approved to teach the course for this semester only, based on the following criteria:

☐   a. The faculty member meets the minimum requirements as outlined in Academic Policy Statement 801014, Graduate Faculty Status, for membership to graduate faculty.

☐   b. The faculty member has demonstrated a high level of competence in the subject area. Please briefly explain:_____

II.   Instruction by Nonfaculty Member

☐   a. The person being nominated to teach this graduate course has an appropriate terminal degree and meets all requirements for graduate instruction at SHSU.

☐   b. The person being nominated to teach this graduate course possesses unique qualifications that will contribute to effective teaching and student learning outcomes. Please explain: _____
_____

Recommendation for Approval by: _____ _____
                                 Chair   Date

                                 _____
                                 Department

Recommendation for Approval by: _____ _____
                                 Dean   Date

                                 _____
                                 College

Approved/Disapproved: _____ _____
                                 Dean of The Graduate School   Date

Upon action by the academic dean and Dean of The Graduate School, a copy will be returned to the department chair and the Provost and Vice President for Academic Affairs. If the request is approved by the dean, the social security number may then be entered.