



Office of Graduate Studies
 212 Koch Hall
 Norfolk, VA 23529
 Phone: 757-683-4885
 Fax: 757-683-3004

Certification of Faculty for Graduate Instruction

The following listed faculty member(s) is/are recommended for approval for graduate instruction for the areas and period of time indicated in accordance with the policy on Certification of Faculty for Graduate Instruction, as contained in the Faculty handbook. **(Under Period of Approval, indicate academic year(s).)**

NAME	AREA OF SPECIALIZATION	PERIOD OF APPROVAL
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APPROVED:

DEPARTMENT: _____

 Department/School Chairperson (Date)

 Department/School Graduate Committee (Date)

 College Graduate Committee (Date)

 Dean** (College) (Date)

 Graduate Program Director* (Date)

 Vice Provost for Research and Graduate Studies (Date)

* Documentation of the faculty member(s) qualifications should accompany this form.

** After approval by the academic dean a copy of this form and any accompanying documentation should be forwarded to the Office of Research and Graduate Studies.

*** Exceptions to Certification of Faculty for Graduate Instruction Policy require approval of Graduate Program Director and Associate Vice President for Research and Graduate Studies.