The University of Arizona

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 using "not applicable" where appropriate.
2. Obtain signatures of the proposed unit administrator and department or committee head and college dean or Director of GIDPs.* Signature verifies that the proposal has received faculty approval through appropriate procedures and that the unit has the resources to support the certificate.
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 Academic Programs, Attn: Sandra Gonzales, CCIT 337, 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 of the appropriate Graduate Council; 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:

Title of this proposal: Certificate in Mathematics Teaching Mentoring

Unit Administrator: (name and title) Douglas Ulmer, Associate Head for the Graduate Program

Signature: [Signature] Date: 7/14/07

College Dean: [Signature] Date: 3/5/07

*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 Sandra Gonzales, CCIT 337, 621-1847.