This form is to be filled out anytime a faculty or adjunct faculty member is to teach a course that he/she has not received prior verification of qualifications from the SACSCOC liaison/Associate Vice President for Academic Administration.

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| **Name:** |  | **Date:** |  |
| **Department:** |  | | |
| **Course #:** |  | | |

**Course Description / Objectives:** In this field, enter the official course description from the catalog. If this description is not complete or thorough, then you also need to enter the student learning outcomes/goals from the course's syllabus.

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**Academic Coursework:** In this field, enter *your* earned graduate degrees and any additional graduate coursework that you have completed. Be sure to include the discipline in which you earned the degree (i.e., M.S. in Electrical and Computer Engineering). The degree information must match your transcript. For courses in which you have an earned graduate degree in the same discipline as the course being taught, this is the only field that you need to complete. However, you could use other columns to add information that enhances your qualifications and *need* to provide such information for courses that are outside of the specific discipline of your earned graduate degree(s).

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**Experience:** In this field, enter any previous work experience that you have that directly qualifies you to teach the particular course. While this field is not necessary if you have an earned graduate degree in the same discipline as the course being taught, listing work or consulting experience that adds to your credibility as the instructor is desirable. Be sure to include the dates of your experience in this field.

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**Professional Certification:** In this field, enter any earned professional certifications that directly qualifies you to teach the particular course. For example, if you are teaching a course in Microsoft Word, then an appropriate certificate could be Microsoft Office Specialist certification. Be sure to include the dates of your certifications in this field.

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**Other:** In this field, enter any additional supporting evidence that directly qualifies you to teach the particular course. For example, if you are teaching a writing course, then a summary or listing of your publications might be appropriate here. As another example, you might enter professional conferences that you have attended or research that you have published in the field that enhance your qualifications to teach a particular course. Be sure to include the dates of your experience in this field.

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| Signature of SACSCOC Liaison/Assoc VPAA: |  | |
| Date: |  |  |