



Instructor of Record Qualifications
Graduate Coursework

Instructor of Record's name _____

College/School submitting documentation _____

In accordance with the policies and procedures set forth in ACAF 1.20, this form should be used when the instructor of record for an undergraduate course holds a graduate degree outside the teaching discipline, but has completed at least 18 hours of relevant graduate coursework.

Teaching discipline(s) in which the instructor is qualified to teach, based on courses listed in the table below:

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Please list specific graduate coursework that qualifies the instructor to teach courses in the discipline(s) listed above. *Please attach transcript(s) showing completed courses and hours earned.*

Course Dept/Number	Course Title	Credit Hrs

I attest that, to the best of my knowledge, the information and documentation being submitted for this instructor of record are complete and accurate.

Signature of Department Chair

Date

Signature of Dean

Date