

Verification of Transcript Template (9/13/2018)

Date: _____

To: Human Resources (exceptions need to go through the exception process)

Re: Transcript Verification for (faculty member)

I, (Chair/Dean Name), Chair or Dean of _____, verify that I have reviewed the attached original transcript for, (faculty name).

HLC and University policy requires:

- To teach undergraduates, faculty must have a Masters degree (or higher) and (or including) at least 18 credit hours of graduate study relevant to the field in which they are teaching.
- To teach graduate students, faculty must be a member of the Graduate Faculty, have a terminal degree, and at least 18 credit hours of graduate study relevant to the field in which they are teaching.
- If the above conditions do not apply, the faculty must have an exception.

I attest that (faculty member),

Check one of the following:

_____ has a Masters degree (or higher) and (or including) at least 18 credit hours of graduate study relevant to the field in which they are teaching and is eligible to teach undergraduate courses for the Department of _____.

_____ has a Terminal degree and at least 18 credit hours of graduate study relevant to the field in which they are teaching and is eligible to teach undergraduate and graduate courses for Department of _____. The faculty member appears to be qualified and will complete the process to become a member of the Graduate Faculty.

_____ should be granted an exception and attached is the necessary form and all required documentation to begin the approval process.

Sincerely,

Name, Title and Signature