



Justification and Documentation
For Exception to the SACSCOC Faculty Credentials Guidelines

Faculty Member's Name: _____

Rank/Title: _____

Department/College: _____

Teaching Discipline: _____

Course Assignment for Justification: _____

Term/Year	Course Prefix & Number	Course Title	Sections

Post-Secondary Education Obtained:

Degree	Institution	Year	Major Field	Transcript on file?

Justification for Exception: Possible considerations include proven record of successful and highly competent college teaching; successful work experience in field outside of academe; certifications or licensures in field; exceptional or outstanding achievement, expertise, scholarship (presentations/publications), or creative activity in field. **Clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the course assigned to the faculty member.**

Official Documentation Supporting Exception: List below (with dates of specific activity), then attach supporting documents to this form.

Transcripts on file in the VSU Human Resources Office.

Limitations on Faculty Member: State here whether faculty member will only teach undergraduate or lower division courses, whether s/he will be supervised by a tenured or tenure-track faculty member, whether s/he will be undertaking further training or graduate coursework, etc.

Approvals:

Department Head: _____ Date: _____

Dean: _____ Date: _____

Graduate Dean (if applicable): _____ Date: _____

VPAA: _____ Date: _____

Email completed form to the Faculty Credentials Coordinator at sacs@valdosta.edu.