

Texas A&M University – Corpus Christi

MEMORANDUM

To: Jairo Benitez - Continuous Improvement and Credentialing Coordinator
From:
Date:
Subject:

CHECKLIST

- Check box if this is an update
- Check box for supporting documents that are included:
 - Certification of Credentials and Qualifications
 - Biographical Data Sheet
 - CV
 - Official Transcripts (Not required if this is an update and official transcripts are already on file)
 - Justification statement with a syllabus or catalog description of each course assigned (Only required on credentialing form or as separate attachment if instructor does not hold terminal degree in teaching field)
 - Other documents that may be included for justification purposes such as certificates, reference letters, awards/honors, etc.
- Check box for signature of approval by Department Chair or Associate Dean and Dean

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