

# Texas A&M University – Corpus Christi

## MEMORANDUM

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**To:** Bryan Baker – Assistant Vice President, Division of Institutional Excellence  
**From:**  
**Date:**  
**Subject:**

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## 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

## NOTES