|  |
| --- |
| **NAME:** |
| **STUDENT ID:** |
| **EMAIL:** | **PHONE:** |  |
| **COLLEGE/MAJOR:** |
| **ADDRESS:** |
| **CITY:** | **STATE:** | **ZIP:** |

**STEP 4: Approval**

Sign and obtain approval from your Department Head and the Dean (or Dean’s designee) of your college. Department Head and Dean signatures confirm approval of instructor qualifications above.

Student Date

Department Head Date

College Dean (or dean’s designee) Date

**STEP 3: Confirmation of Qualification**

**Per HLC Assumed Practice B.2.** : Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

I meet the above qualifications for teaching the indicated General Education course □ Yes □ No

**STEP 2: Personal Statement**

You *must* attach a clear and concise explanation of your request. Address the following two questions:

1. What previous coursework, degree(s), or experience makes you qualified and prepared to teach this course?
2. How will teaching this General Education course further your educational goals and professional development?

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Catalog Nbr: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Total Enrollment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester (circle all desired): Fall / Spring Year: 20\_\_\_\_\_\_\_\_\_\_\_\_\_

**STEP 1: Course to be Taught**

***Improperly prepared petitions will be rejected and returned unprocessed to your College, creating a potential for delay.***

**GRADUATE STUDENT PETITION TO TEACH GENERAL EDUCATION COURSES**