**LETTER OF JUSTIFICATION**

TO: Dr. Mark Rieger

Executive Vice President and Provost

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chair or Dean of the Department)

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

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Letter of Justification for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** is qualified to teach the following courses in the College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, based on academic coursework and professional experience.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Number and Title** | **Course Learning Outcomes** | **-Coursework (list specific courses from transcripts)**  **-Certification**  **-Other**  **[Supplement by Documentation]** | **Work experience (within the last 5 years) that meets the course learning outcomes**  **[Reflected on the CV]** |
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|  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** has the following advanced degrees, including 18 credit hours in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

\_\_\_\_\_\_

Although his terminal degree is not in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_ graduate hours) did focus on the field \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ education, and **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**also has \_\_\_ graduate hours in the related field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. In addition, \_\_\_\_\_\_\_\_\_ is also professionally qualified to teach these courses. He/She has worked in the \_\_\_\_\_\_\_\_\_\_\_ industry and the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for over \_\_\_\_ years. In these positions he/she has been responsible for \_\_\_\_\_\_\_\_\_\_\_\_\_\_.