

SHAWNEE COMMUNITY COLLEGE
Internal File Audit/Instructional Division

Name: _____ FT _____ PT _____ Dual Credit _____

Course Requested: _____ Location Requested: _____

Early Bird _____ Regular Day Schedule _____ Evening _____

Ph.D.: _____ Year: _____ University: _____

Masters: _____ Year: _____ University: _____

Bachelors: _____ Year: _____ University: _____

Bachelors with 18 hours in 400/500 level courses in discipline area: (List courses **above** bachelors that apply below)

Course(s) Eligible to Teach: _____

CTE: Certification: _____

2,000 Hours Documented Work Experience: _____

- Human Resources Documents:
- ___ SCC Application
 - ___ Letter of Application
 - ___ Resume
 - ___ 2 Letters of Reference
 - ___ Official Transcript(s)
 - ___ Documentation of 2,000 hours (if applicable)

Human Resource Officer

Date

Dean of Instructional Services Approved ___ Denied ___ _____
Date

Division Chair/Administrator Approved ___ Denied ___ _____
Date

VP of Instructional Services Approved ___ Denied ___ _____
Date

Approved / Denied for: Developmental ___ Transfer ___ CTE ___ Non-Transfer ___