

University Handbook Section C

C16 Concurrent Instructor Credentialing

In compliance with the [Higher Learning Commission \(HLC\)](#) and [Kansas Board of Regents \(KBOR\) regulations](#), high school teachers who seek to teach a concurrent credit course must meet the above minimum qualifications and/or meet one of the following conditions:

1. Have a valid teacher's license, hold a master's degree in the subject field (or an approved field identified by the sponsoring department), OR a master's degree outside of the subject field with 15 semester credits of graduate work in the subject field (or an approved field identified by the sponsoring department), OR
2. Have a valid teacher's license and meet the requirements the department uses to approve individuals who would be teaching the same course on campus.

For those instructors who may not meet these minimums at the time of review, provisional status can be granted for a person who has the following:

1. A teaching license, AND
2. A bachelor's degree in the subject field being taught (or an approved field identified by the sponsoring department), AND
3. Completed at least five years teaching in the subject field or approved related industry experience (or an approved field identified by the sponsoring department), AND
4. Completed 15 graduate credits in discipline (approved by sponsoring department), AND
5. An academic plan to obtain the credential requirement identified by the sponsoring department.
 - The plan will be reviewed on a yearly basis and must:
 - i. Have clear and specific yearly goals and a means to document progress,
 - ii. Be completed within four to five years, unless approved by the sponsoring department,
 - iii. Be maintained and reviewed by the sponsoring department and the pre-college office.

Provisional status requests are reviewed on an individual basis and must be approved by the associate dean of the sponsoring college.

Provisional status must be allowable under any specialized accreditation standards for the teaching discipline.

Individuals who do not meet full or provisional status as established above may work with the supervising academic department to apply for a waiver to teach concurrent credit courses. The waiver should provide a strong rationale as to how the person is otherwise qualified.

A committee comprised of the Vice Provost for Academic Affairs and Innovation, associate dean of sponsoring college, the pre-college director, and a member from the sponsoring department will review requests and register decisions.

An assessment of the instructor must be done every semester and a waiver submitted for approval annually.