

**Wichita State University**  
**Faculty Credential Exception Form**  
 (Full-time and part-time Faculty with academic year appointments)

This form documents exceptions to HLC qualifications for teaching (graduate degree in discipline or related degree). This form must be completed for full time or part-time faculty with an academic-year appointment who do not have the required graduate degree. All faculty with appointment status must also have an academic transcript on file with Academic Affairs. The academic department is responsible for completing and submitting this form to Academic Affairs at Box #13.

**Section 1: Employee Name** \_\_\_\_\_  
Last First MI

myWSU ID: \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

**Section 2: Earned Degree Information**

Earned Degree (Highest First)	Discipline	Institution	Year Degree Received

**Section 3: Discipline area (e.g., Chemistry) and level of teaching (UG, GR, Doctoral)**

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

**Section 4: Basis for Exception**

Indicate most relevant qualification by number and attach documentation.

- (1) Professional licensure or certification (2) Related work experience (3) Specialized Training (4) Research and publications (5) Honor, awards, or special recognition (6) Documented teaching excellence in discipline (7) Other

Justification Narrative: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Entered by AA Faculty Records: \_\_\_\_\_ Date: \_\_\_\_\_