

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 Human Resources, Box 15.

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: _____

Entered by Human Resources: _____ Date: _____

Entered by AA Faculty Records: _____ Date: _____