**Barton Community College**

**Faculty Credential Exception Form**

Use this form to document qualifications when a faculty member (FT or Adjunct) does not meet the required HLC credentials based on education.

*Example: Certified Welding faculty teaching without an AAS/BS in Welding but has licensure, work experience & other qualifications in lieu of requirements.*

**Name:** **ID:**

**Location *(circle all that apply*):**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BCC | Main St |  FR |  FL | FR MS |  GVP | Salina | High School |  |

**Method of Instruction *(circle all that apply):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| | F2F/eCompanion |  Online (requires Barton online certification) |  Hybrid | GTM/eCompanion |  |

**Course(s) Exception Request:**

(note: list specific courses with which this exception applies)

**HLC Requirements:**

|  |  |  |
| --- | --- | --- |
| **Check all that apply** | **Exception for:** | **Replaced by** |
|  | Educational Preparation |  |
|  | Licensure/ Certification |  |
|  | Work Experience |  |

**Detailed Description of Exception(s):**

**If temporary exception, note expiration date:**

**Submitted & Approved:**

**Dean Date**

**Vice President Date**