

Florida Gateway College
Office of Academic Affairs

Faculty Credentialing Manual

2025–2026

Florida Gateway College
Office of Academic Affairs
149 SE College Place
Lake City, FL 32025
(386) 754-4253

SACSCOC Accreditation Statement (Updated March 2023)

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by visiting www.sacscoc.org.

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Introduction

The purpose of this manual is to provide technical and procedural guidelines and clarification for individuals responsible for faculty selection and credentialing, to ensure accuracy and consistency across the institution.

Overview

The mission of Florida Gateway College (FGC) is to provide superior instruction, nurture individual development, foster career readiness, and enrich the diverse community it serves through affordable, quality higher education programs and lifelong learning opportunities. To maintain the level of superior instruction, the College must ensure that all faculty members are properly qualified to teach their assigned classes.

This manual is designed to establish the process for determining faculty credentials as identified and required by SACSCOC in *Principles of Accreditation: Foundations for Quality Enhancement* (2024) and the process for evaluating transcripts and alternative credentialing. Moreover, this manual provides a descriptive listing of credentialing requirements for all disciplines, programs, and courses offered at FGC.

Qualified Faculty

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is Florida Gateway College's regional accrediting body. In this role, SACSCOC requires the college to document the faculty credentialing process and justify the qualifications for all faculty members. Section 6 of *The Principles of Accreditation* stipulates:

"Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic program. The tradition of shared governance within American higher education recognizes the importance of both faculty and administrative involvement in the approval of educational programs. Because student learning is central to the institution's mission and educational degrees, the faculty has responsibility for directing the learning enterprise including overseeing and coordinating educational programs to ensure that each contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency.

Achievement of the institution's mission with respect to teaching, research, and service requires a critical mass of full-time qualified faculty to provide direction and oversight of the academic programs. Due to this significant role, it is imperative that an effective system of evaluation be in place for all faculty members that takes into account the institution's obligations to foster intellectual freedom of faculty to teach, serve, research, and publish" (SACSCOC, 2024, p. 17).

Moreover, Standard 6.2(a) reads: *"It is the institution's obligation to justify and document the qualifications of its faculty" (SACSCOC, 2024, p. 17).*

In maintaining compliance with SACSCOC Standard 6.2(a), following the Florida College System's *Guidelines on Transfer Agreements and Faculty Credentials and Qualifications* (Florida Department of Education, FLDOE, 2021), and any additional requirements imposed by other

accrediting bodies, FGC employs competent faculty members who possess the necessary credentials.

SACSCOC Principles of Accreditation — Section 6: Faculty

The following standards from Section 6 guide faculty credentialing at FGC:

1. The institution employs a sufficient number of full-time faculty members to support the mission and goals of the institution. **(Full-time faculty) [CR]**
2. For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. **(Faculty qualifications)**
3. Employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review. **(Program faculty)**
4. Assigns appropriate responsibility for program coordination. **(Program coordination)**
5. The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of faculty members, regardless of contract or tenure status. **(Faculty employment and evaluation)**
6. The institution publishes and implements appropriate policies and procedures for preserving and protecting academic freedom. **(Academic freedom)**
7. The institution provides ongoing professional development opportunities for faculty members as teachers, scholars, and practitioners, consistent with the institutional mission. **(Faculty development)** (SACSCOC, 2024, pp. 17–18)

Faculty Credentials Review Guidelines

Florida Gateway College complies with SACSCOC requirements to employ an adequate number of full-time faculty members to support the mission and goals of the College. Additionally, for each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

To ensure faculty credentials are up to date, each department or program head is responsible for ensuring credentials are updated. The applicable Dean's Office (Academic Affairs, Workforce, Nursing, and Teaching) validates the credentials by pulling the data and reviewing faculty credentials for their specific area. Data is pulled from Xitracs by the appropriate Dean's Office each spring to review faculty credentials for each area.

Any proposed revisions to faculty credentials will be communicated by the appropriate faculty coordinator to the Dean's Office.

Process Flow for Establishing Faculty Credentials

1. During the interview process, team members or the appropriate faculty coordinator/administrator will review applicants' transcripts. A copy of the transcripts are retained for credentialing purposes.
2. Upon hiring the applicant and a College-Wide Identifier (CWID) is provided, all transcripts, licenses, resume/CV, and other documents will be uploaded to the instructor's profile by Human Resources. The Dean's Office for the appropriate area (Academic Affairs, Workforce,

Nursing, and Teaching) will enter the new faculty member into Xitracs and create a profile (Appendix A).

3. The Dean's Office for the appropriate area will generate a credentials document in Xitracs and will use the qualifications information when assigning the instructor to courses.
4. The Institutional Effectiveness Department uploads all courses for the term into Xitracs. The Dean's Office for the appropriate area will review the assigned courses each term to ensure that the instructor is qualified to teach them.

Faculty credentials must be completed and kept current for all teaching faculty. See Frequently Asked Questions (FAQs) for additional information (Appendix B).

Transcripts

For transcripts to be official, they must be mailed directly from the College/University to FGC Human Resources. Please have the College/University mail the official transcripts to:

Florida Gateway College

Attention: Human Resources

149 SE College Place

Lake City, FL 32025

Regionally Accredited Institutions

FGC generally accepts degrees and coursework from a regionally accredited institution. The following are recognized regional accrediting bodies:

- Middle States Commission on Higher Education (MSCHE)
- New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE)
- Higher Learning Commission (HLC)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Accrediting Commission for Community Colleges and Junior Colleges (ACCJC)
- WASC Senior College and University Commission (WSCUC)
- Northwest Commission on Colleges and Universities (NWCCU)

For institutions accredited by bodies not on this list, acceptance will be considered on a case-by-case basis with a final decision by the Vice President of Academic Affairs.

Verifying Accreditation Status

To check for regional accreditation, use the Council for Higher Education Accreditation (CHEA) website at www.chea.org. To access the accreditation information of an institution:

1. Open the link.
2. Click on Browse Directories.
3. Click on Database of Institutions and Programs Accredited by Recognized U.S. Accrediting Organizations.
4. Select "I Agree" to terms and conditions.
5. Click on Search Institutions.
6. Find and click on the school.
7. Print the CHEA page.

Reviewing Transcripts

General Guidelines

Profile Setup

- When setting up the instructor profile, all degrees earned should be included, even if outside the teaching discipline.
- Specific coursework from a degree should only be included if the proposed teaching discipline and degree are not the same.
- Many disciplines require at least 18 graduate hours, so list the 18 credit hours that provide the most justification of the credential. Do not list every relevant course in the transcripts.
- Dates are important in all cases. Graduation years need to be included for all degrees.

Credential Certificate Creation

- If an instructor has a degree in the field for which the certificate is being created (e.g., PhD in English, MS in Mathematics), the degree should speak for itself and no coursework needs to be described.
- If an instructor has a degree in a field that is not the same as the credential certificate discipline (e.g., PhD in Physics but credential certificate is in Mathematics), include coursework relevant to the teaching discipline that was earned in the degree as justification.
- The highest degree awarded relevant to the teaching discipline is the only transcript that must be uploaded to the instructor's profile.
- If there is any doubt about whether the degree justifies the teaching credential, include coursework and additional degrees.

Quarter to Semester Hours

If a graduate transcript has quarter hours, any coursework must be converted into semester hours using the following formula:

$$1 \text{ quarter hour} = 0.67 \text{ semester hours}$$

Example: An individual possesses a master's degree with 13 graduate semester hours in the discipline, and a second transcript from another accredited institution with 8 graduate quarter hours in the discipline.

1. Convert the quarter hours to semester hours: $8 \text{ quarter hours} \times 0.67 = 5.36 \text{ semester hours}$
2. Total the semester hours: $13 \text{ semester hours} + 5.36 \text{ semester hours} = \mathbf{18.36 \text{ total semester hours}}$

Alternative Credentialing

In certain situations, faculty not meeting the stated criteria may be considered for hire as exceptions to the SACSCOC guidelines and standards. The college will proceed with alternative credentialing methods in lieu of educational preparation under the guidance of the Florida College System's *Guidelines on Transfer Agreements and Faculty Credentials and Qualifications* (FLDOE, 2021).

Cases for Exception

- The faculty member has outstanding professional experience and demonstrated contributions to the teaching discipline, which may be presented in lieu of formal academic preparation.
- The faculty member has training in a closely related discipline, and the competencies needed to teach the course objectives were covered in training for the related discipline.

Acceptable Documentation

- Recognition in journals, online sources, or textbooks on the discipline
- Certification of participation in training
- Certification in field
- Professional presentations
- Professional registry
- Apprenticeship
- Honors and awards directly related to the discipline
- Appearance on programs reflecting work in the discipline
- Letters of support from past employers, colleagues, etc. on business stationery that speak directly to work in the discipline
- Evidence of continuous excellence in teaching
- Other discipline-related documentation that demonstrates third-party recognition of the applicant's expertise in the field

Process

Once a decision to use an alternative credential is made, written explanation(s) must be submitted within the instructor profile to justify instructor qualifications:

- Use the **"Experience and other qualifications" field** for any pertinent professional experience. Examples include letters from former supervisors and/or colleagues attesting to experience in the discipline-related field, honors and awards received, and apprenticeships.
- Use the **"Certifications & Licensures" field** for any pertinent professional licenses or certifications. Award and expiration dates should be included for all licenses and certifications.
- Use the **"Experience and other qualifications" field** for any professional presentations or publications related to the discipline, appearances on programs related to the discipline, and

recognition in textbooks or by a third party. Dates and citations should be included where appropriate.

To provide documentation, upload the appropriate documents into the documents field. The following should be included:

- Licenses and certifications
- All letters sent regarding the faculty member

Alternative credentials should be reviewed by the originating department annually to ensure licenses/certifications are still valid and professional information is kept up to date. The Department of Institutional Effectiveness and Assessment will generate qualification reports for each program in January of each year.

International Degrees

Faculty with international degrees must have their coursework evaluated for U.S. equivalency. FGC requires all international degrees to be evaluated by a company affiliated with the National Association of Credential Evaluation Services (NACES). To determine if an evaluator is a member of NACES, visit www.naces.org. The transcript evaluation should be course by course. Payment for the cost of the review will be the responsibility of the applicant. See Appendix C for a list of foreign credentialing evaluation services.

Graduate Hours

- Undergraduate hours earned as an undergraduate or graduate student cannot count towards graduate hours in the discipline.
- Graduate courses taken that are described as eligible for counting towards a bachelor's degree or graduate degree may be counted if the course is taken after admission into a graduate program AND if they are counted towards the graduate degree in the appropriate discipline.

Course Options

The table below categorizes courses into four options. The general qualifications are described; however, for specific degree requirements in a discipline, see the faculty qualifications document. The options below adhere to the Florida College System's *Guidelines on Transfer Agreements and Faculty Credentials and Qualifications* (FLDOE, 2021).

Option Number	Description	Course Type*
1	Transferable College Credit Courses (Bachelor's, A.A., & transferable A.S. courses) — Master's degree or higher in the teaching discipline or a master's degree or higher with a concentration in the teaching discipline (minimum of 18 graduate semester hours)	UT
2	A.S. Degree College Credit Courses — Courses not designed for transfer to the baccalaureate degree — Bachelor's degree or higher in the teaching discipline OR associate degree (A.A., A.S., A.A.S.) and demonstrated competencies in the teaching discipline.	UN
3	Non-Degree Diploma or Certificate Occupational Courses — Some college or specialized training, but with an emphasis on competence gained through work experience.	UN
4	Developmental Courses — Bachelor's degree or higher OR associate degree and demonstrated competencies in the teaching discipline.	D

*Course types: UT = Transferable; UN = Nontransferable (including certificate or CTBC); D = Developmental

Credentialing Requirements by Discipline (A–Z)

The following tables provide minimum credentialing requirements for each discipline and program offered at Florida Gateway College. Each table lists required course prefixes, minimum educational requirements, and qualifying disciplines.

Business Administration, B.S.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
BUL MAN MAR GEB FIN ACG ENT	Master's degree with at least 18 graduate semester hours in discipline, or Juris Doctor *Doctoral degree preferred	-Accounting -Business -Business Administration -Economics -Finance -Law -Management
		-Marketing

Business Administration, A.S., and Business Management, C.C.C.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
BUL GEB ECO FIN MAN MAR MNA SBM	Master's degree with at least 18 graduate semester hours in discipline	-Accounting -Business -Business Administration -Economics -Finance -Law -Management -Marketing

Accounting Technology, C.C.C.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
ACG APA	Master's degree with at least 18 graduate semester hours in discipline	-Accounting

Prefix	Minimum Requirements	Qualifying Disciplines
TAX	Bachelor's degree with at least 18 semester hours in discipline, or be a current Certified Public Accountant (CPA)	-Accounting -Tax

Analysis, A.S., Cybersecurity, A.S. and associated certificates

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
CET CNT	Master's degree with at least 18 graduate semester hours in discipline, or baccalaureate degree in discipline with demonstrated work experience in field	-Computer Information Technology -Computer Information Systems -Computer Programming -Computer Science -Computer Engineering -Cyber Security -Internet Services -Networking Services -Management Information Systems -Or a field related to current technologies area
CIS	Master's degree with at least 18 graduate semester hours in discipline, or baccalaureate degree in discipline with demonstrated work experience in field	-Computer Information Technology -Computer Information Systems -Computer Programming -Computer Science -Computer Engineering -Cyber Security -Internet Services -Networking Services -Management Information
		Systems -Or a field related to current technologies area

Prefix	Minimum Requirements	Qualifying Disciplines
CGS	Master's degree with at least 18 graduate semester hours in discipline, or baccalaureate degree in discipline with demonstrated work experience in field	-Computer Information Technology
		<ul style="list-style-type: none"> -Computer Information Systems -Computer Programming -Computer Science -Computer Engineering -Cyber Security -Educational/Instructional Technology -Internet Services -Networking Services -Management Information Systems -Or a field related to current technologies area
COP	Master's degree with at least 18 graduate semester hours in discipline	<ul style="list-style-type: none"> -Computer Information Technology -Computer Information Systems -Computer Programming -Computer Science -Computer Engineering -Educational/Instructional Technology -Internet Services -Networking Services -Management Information Systems -Or a field related to current technologies area
CTS	Master's degree with at least 18 graduate semester hours in discipline	<ul style="list-style-type: none"> -Computer Information Technology -Computer Information Systems -Computer Programming -Computer Science -Computer Engineering -Cyber Security -Educational/Instructional

Prefix	Minimum Requirements	Qualifying Disciplines
		Technology -Internet Services -Networking Services -Management Information Systems -Or a field related to current technologies area

Digital Media and Design, A.S., and associated certificates

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
GRA DIG	Master's degree with at least 18 graduate semester hours in discipline	-Graphic Design -Digital Media -New Media Design -Multimedia Technology -Art -Digital Imaging -Illustration -Animation -Video -Game Design

Early Childhood Education, B.S.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
EEC/CHD (3000-4000)	Master's degree with at least 18 graduate semester hours in discipline* *Doctoral degree preferred	-Early Childhood Education -Early Education -Pre-school Education -Pre-Kindergarten -Psychology with emphasis in childhood development, with demonstrated work experience in the field
EEX 3603 EEX 4201	Master's degree with at least 18 graduate semester hours in discipline* *Doctoral degree preferred	-Early Childhood Education -Special Education

Prefix	Minimum Requirements	Qualifying Disciplines
		- Psychology with emphasis in childhood development, with demonstrated work experience in the field

Early Childhood Education, A.S., and associated certificates

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
EEC/CHD (1000-2000)	Master's degree with at least 18 graduate semester hours in discipline	-Early Childhood Education -Early Education -Pre-School Education -Pre-Kindergarten - Psychology with emphasis in childhood development, with demonstrated work experience in the field
EEX 2013	Master's degree with at least 18 graduate semester hours in discipline	-Early Childhood Education -Special Education - Psychology with emphasis in childhood development, with demonstrated work experience in the field

Education, A.A.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
EDF (1000-2000)	Master's degree with at least 18 graduate semester hours in discipline	-Elementary Education -Science Education -Social Science Education -Mathematics Education
		-Reading Education

Prefix	Minimum Requirements	Qualifying Disciplines
		<ul style="list-style-type: none"> -English Education -Special Education - Curriculum and Instruction, with demonstrated work experience in the field - Educational Leadership, with demonstrated work experience in the field
EEX 2010	Master's degree with at least 18 graduate semester hours in discipline	<ul style="list-style-type: none"> -Elementary Education -Science Education -Social Science Education -Mathematics Education -Reading Education -English Education -Special Education - Curriculum and Instruction, with demonstrated work experience in the field -Educational Leadership, with demonstrated work experience in the field
EME 2040	Master's degree with at least 18 graduate semester hours in discipline	<ul style="list-style-type: none"> -Elementary Education -Science Education -Social Science Education -Mathematics Education -Reading Education -English Education -Special Education -Instructional Technology

Educator Preparation Institute, C.C.C.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
EPI	Master's degree with at least 18 graduate semester hours in discipline	<ul style="list-style-type: none"> -Elementary Education -Science Education -Social Science Education -Mathematics Education

Prefix	Minimum Requirements	Qualifying Disciplines
		<ul style="list-style-type: none"> -Reading Education -English Education -Special Education
EDF 4251 EDF 4430	Master's degree with at least 18 graduate semester hours in discipline	<ul style="list-style-type: none"> -Elementary Education -Science Education -Social Science Education -Mathematics Education -Reading Education -English Education -Special Education - Curriculum and Instruction, with
		<ul style="list-style-type: none"> demonstrated work experience in the field - Educational Leadership, with demonstrated work experience in the field
EDG 4343	Master's degree with at least 18 graduate semester hours in discipline	<ul style="list-style-type: none"> -Elementary Education -Science Education -Social Science Education -Mathematics Education -Reading Education -English Education -Special Education - Curriculum and Instruction, with demonstrated work experience in the field - Educational Leadership, with demonstrated work experience in the field
RED 4044 RED 4941	Master's degree with at least 18 graduate semester hours in discipline	<ul style="list-style-type: none"> -Elementary Education -Science Education -Social Science Education -Mathematics Education -Reading Education -English Education -Special Education - Curriculum and

Prefix	Minimum Requirements	Qualifying Disciplines
		Instruction, with demonstrated work experience in the field - Educational Leadership, with demonstrated work experience in the field
TSL 4083	Master's degree with at least 18 graduate semester hours in discipline	-Elementary Education -Science Education -Social Science Education -Mathematics Education -Reading Education -English Education -Special Education - Curriculum and Instruction, with demonstrated work experience in the field - Educational Leadership, with demonstrated work experience in the field

Elementary Education, B.S.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
EEX 3294	Master's degree with at least 18 graduate semester hours in discipline* *Doctoral degree preferred	-Elementary Education
EDE EDF EDG TSL RED LAE MAE SCE SSE 3000-4000	Master's degree with at least 18 graduate semester hours in discipline* *Doctoral degree preferred	-Elementary Education

Water Resource Management, B.A.S.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
EVR/EVS (3000-4000)	Master's degree with at least 18 graduate semester hours in discipline* *Doctoral degree preferred	-Air/Water Quality -Biology -Civil/Environmental Engineering -Environmental Science -Natural Resource Conservation/Management
PAD	Master's degree with at least 18 graduate semester hours in discipline* *Doctoral degree preferred	-Public Administration -Business Administration -Natural Resource Management

Environmental Science, A.S., and associated certificates

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
EVR 1001	Master's degree with at least 18 graduate semester hours in discipline	-Air/Water Quality -Biology -Civil/Environmental Engineering -Environmental Science -Natural Resource Conservation/Management
EVS (1000-2000)	Master's degree with at least 18 graduate semester hours in discipline, or baccalaureate degree in discipline with demonstrated work experience in field	-Air/Water Quality -Biology -Civil/Environmental Engineering -Environmental Science
		-Natural Resource Conservation/Management
EVS 2930 EVS 2931	Master's Degree with 18 credits in the discipline OR licensure at a Level C or higher (A is higher than C) with the State of Florida in Water Treatment Operator and Waste Water Treatment Plant Operator. In addition, 10	-Air/Water Quality -Biology -Civil/Environmental Engineering -Environmental Science

Prefix	Minimum Requirements	Qualifying Disciplines
	years of relevant industry experience.	-Natural Resource Conservation/Management

Nursing, B.S.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
NUR (3000-4000)	Master's degree in Nursing with current FL Nursing license and clinical experience* * One faculty or administrator must have a terminal degree; Doctoral degree preferred for both positions	Nursing

Registered Nursing, A.S.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
NUR (1000-2000)	Bachelor's Degree Required* Unencumbered FL Nursing license Minimum of 3 years of experience as a professional nurse providing direct patient care *Master's degree preferred in Nursing with current FL nursing license and clinical experience	Nursing

Registered Nursing, A.S. – Clinical Part-Time

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
NUR (1000C-2000C)	Bachelor's required – master's preferred Unencumbered FL Nursing license Minimum of 3 years of experience as a professional nurse providing direct patient care. **At least 50% of faculty must have a master's degree or higher.	Nursing

Physical Therapist Assistant, A.S.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying

Prefix	Minimum Requirements	Qualifying Disciplines
PHT	Master's degree or bachelor's degree in Physical Therapy with current FL physical therapist's assistant or physical therapist license. **At least one faculty member must be a Physical Therapist	-Physical Therapy -Physical Therapy Assisting

Health Information Technology, A.S.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
HIM	Master's degree with at least 18 graduate semester hours in discipline, or bachelor's degree with American Health Information Management (AHIMA) certification as a Certified Coding Associate (CCA), Certified Coding Specialist (CCS), Certified Coding Specialist-Physician Based (CCS-P), Certified in Health Care Privacy and Security (CHPS), Registered Health Information Administrator (RHIA), or Registered Health Information Technician (RHIT) and 2 years work experience in field	-Business -Human Resource Management -Health Information Management -Nursing -Health Science -Health Administration

Practical Nursing, O.C.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
PRN	Associate's degree in Nursing required, Bachelor's degree in Nursing preferred and current unencumbered FL Nursing license. Minimum of 3 years of experience as a professional nurse providing direct patient care **At least 50% of faculty must have a bachelor's degree.	Nursing

Massage Therapy, O.C.

Prefix	Minimum Requirements	Qualifying Disciplines
MSS	Current unencumbered FL Massage Therapy license	Massage Therapy
	Minimum of 3 years of experience as a professional massage therapist	
	Associate's Degree preferred	

Prefix	Minimum Requirements	Qualifying Disciplines
	Experience in Adult Education preferred	

Agribusiness Management, A.S., and associated certificates

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
GCO ORH PLS	Master's degree with at least 18 graduate semester hours in discipline, or baccalaureate degree in discipline with demonstrated work experience in field	-Agriculture -Plant Science -Horticulture -Turfgrass Science -Agronomy -Landscape Architecture
SWS 1102	Master's degree with at least 18 graduate semester hours in discipline	-Agriculture -Plant Science -Horticulture -Turfgrass Science -Agronomy -Landscape Architecture

Social Sciences

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
AMH EUH WOH	Master's degree with at least 18 graduate semester hours in discipline	-History
ANT	Master's degree with at least 18 graduate semester hours in discipline	-Anthropology -Archaeology -Cultural Anthropology -Physical Anthropology -Social Anthropology
CLP	Master's degree with at least 18 graduate semester hours in discipline	- Psychology
ECO	Master's degree with at least 18 graduate semester hours in discipline	-Business -Economics -Finance
POS	Master's degree with at least 18 graduate semester hours	-Government

Prefix	Minimum Requirements	Qualifying Disciplines
	in discipline	-Political Science -Public Administration
DEP PSY	Master's degree with at least 18 graduate semester hours in discipline	- Psychology -Counseling Psychology -Educational Psychology
SLS	Master's degree with at least 18 graduate semester hours in discipline	Any recognized academic discipline
SYG	Master's degree with at least 18 graduate semester hours in discipline	-Sociology - Psychology -Marriage and Family Counseling* - Criminology* -Women's Studies* *Only if relevant to course content

Humanities

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
AML	Master's degree with at least 18 graduate semester hours in discipline	-Creative Writing -English -Literature -Rhetoric and Composition
ARH FIL	Master's degree with at least 18 graduate semester hours in discipline	-Art -Fine Arts -Classics* -Humanities* * Only if relevant to course content specific to art history or film
ASL	Master's degree with at least 18 graduate semester hours in discipline	-American Sign Language -Deaf Education
		-Speech Pathology and Audiology -Special Education, with emphasis in Deaf

Prefix	Minimum Requirements	Qualifying Disciplines
		Education
CRW	Master's degree with at least 18 graduate semester hours in discipline	-Creative Writing -English -Literature -Rhetoric and Composition
REA	Baccalaureate degree in discipline, or baccalaureate degree with teaching experience in discipline	-Creative Writing -English -Literature -Rhetoric and Composition -English Education
ENC 0015 ENC 0025 ENC 0027C ENC 0055	Baccalaureate degree in discipline, or baccalaureate degree with teaching experience in discipline	-Creative Writing -English -Literature -Rhetoric and Composition -English Education
ENC (1000-2000)	Master's degree with at least 18 graduate semester hours in discipline	-Creative Writing -English -Applied Linguistics -Linguistics -Literature -Rhetoric and Composition -English Education
ENL LIT	Master's degree with at least 18 graduate semester hours in discipline	-Creative Writing -English -Literature -Rhetoric and Composition
FRE	Master's degree with at least 18 graduate semester hours in discipline	-French -Comparative Literature with French component -Romance Languages
HUM	Master's degree with at least 18 graduate semester hours in discipline	Any major in humanities, including but not limited to: -Art History

Prefix	Minimum Requirements	Qualifying Disciplines
		-Classics -Languages and Literature -History -Liberal Studies -Music History -Religion -Philosophy
IDH	Master's degree with at least 18 graduate semester hours in discipline	Any recognized academic discipline
MUH MUL MUT	Master's degree with at least 18 graduate semester hours in discipline	-Music -Music History
ORI SPC	Master's degree with at least 18 graduate semester hours in discipline or demonstrated experience	-Speech -Communications -Mass Communications
PHI	Master's degree with at least 18 graduate semester hours in discipline	-Ethics -Logic -Philosophy
REL	Master's degree with at least 18 graduate semester hours in discipline	-Religion -Theology -Divinity
SPN	Master's degree with at least 18 graduate semester hours in discipline	-Spanish -Comparative Literature with Spanish component -Romance Languages
THE 2000	Master's degree with at least 18 graduate semester hours in discipline	-Theater

Art and Music Performance

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
ART PGY	Master's degree with at least 18 graduate semester hours in discipline	-Art -Fine Arts
MUN MVB MVK	Master's degree with at least 18 graduate semester hours in discipline, or demonstrated experience in musical performance	-Music

Prefix	Minimum Requirements	Qualifying Disciplines
MVP MVS MVV MWW		
THE 2925 TPP	Master's degree with at least 18 graduate semester hours in discipline	-Theater

Mathematics

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
MAT 0018 MAT 0028 MAT 0055	Baccalaureate degree in discipline, or baccalaureate degree with teaching experience in discipline	-Mathematics -Statistics -Mathematical Physics -Engineering -Math-intensive field
MAT 1033	Master's degree with at least 18 graduate semester hours in discipline, or Master's degree in Mathematics Education with a bachelor's degree in qualifying discipline	-Mathematics -Statistics -Mathematical Physics -Engineering -Math-intensive field
MAC MAP MGF MTB STA	Master's degree with at least 18 graduate semester hours in discipline	-Mathematics -Statistics -Mathematical Physics -Engineering -Math-intensive field

Science

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
AST	Master's degree with at least 18 graduate semester hours in discipline	-Astronomy -Earth & Space Science -Physics
BOT	Master's degree with at least 18 graduate semester hours in discipline	-Botany -Plant Pathology -Horticulture -Biology

Prefix	Minimum Requirements	Qualifying Disciplines
BSC 1005 BSC 2010C BSC 2011C BSC 2910	Master's degree with at least 18 graduate semester hours in discipline	-Biology -Botany -Microbiology -Ecology -Biochemistry -Marine Biology -Environmental Science
BSC 2085 BSC 2085L BSC 2086 BSC 2086L	Master's degree with at least 18 graduate semester hours in discipline, or professional clinical degree (e.g. MD, MSN, DO, DC, DVM, PT, OT)	-Anatomy -Biochemistry -Biology -Biomedical Sciences -Histology -Kinesiology -Medical Sciences -Pharmacology -Physiology
CHM	Master's degree with at least 18 graduate semester hours in discipline	-Chemistry -Chemical Engineering -Biochemistry
GLY	Master's degree with at least 18 graduate semester hours in discipline	-Geology -Oceanography -Meteorology -Earth & Space Science
HSC	Master's degree with at least 18 graduate semester hours in discipline, or professional clinical degree (e.g. MD, MSN, DO, DC, DVM, PT, OT)	-Environmental Health -Epidemiology -Health Sciences -Health Sciences Administration -Healthcare Ethics -Occupational Health -Public Health -Medicine -Nursing
HUN	Master's degree with at least 18 graduate semester hours in discipline	-Biochemistry -Biology -Dietetics -Food Chemistry -Food Microbiology -Food Sciences -Medicine

Prefix	Minimum Requirements	Qualifying Disciplines
		<ul style="list-style-type: none"> -Molecular Biology -Nutrition -Wellness
		<ul style="list-style-type: none"> -System Physiology
IDS 2151	Master's degree with at least 18 graduate semester hours in discipline	<ul style="list-style-type: none"> -Air/Water Quality -Biology -Civil/Environmental Engineering -Environmental Science -Natural Resource Conservation/Management
MCB	Master's degree with at least 18 graduate semester hours in discipline, or professional clinical degree (e.g., MD, MSN, DO, DVM)	<ul style="list-style-type: none"> -Biochemistry -Biology -Biostatistics -Biotechnology -Cell Science -Cytology -Epidemiology -Immunology -Medical Entomology -Medicine -Metabolism -Microbiology -Molecular Biology -Veterinary Medicine -Virology
PHY	Master's degree with at least 18 graduate semester hours in discipline	<ul style="list-style-type: none"> -Physics -Mathematical Physics
PSC	Master's degree with at least 18 graduate semester hours in discipline	<p>Any recognized field in physical sciences, including but not limited to:</p> <ul style="list-style-type: none"> -Physics -Chemistry -Engineering
ZOO	Master's degree with at least 18 graduate semester hours in discipline	<ul style="list-style-type: none"> -Zoology -Wildlife Ecology

Criminal Justice Technology, A.S., and associated certificates

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
CCJ CJL CJC 2162 CJC 2400 CJJ CJE 2600	Master's degree with at least 18 graduate semester hours in discipline, or Juris Doctor	-Criminal Justice -Criminology -Law -Law Enforcement/Corrections or related field -Homeland Security -Crime Scene/Forensics
CJC 1000	Master's degree with at least 18 graduate semester hours in discipline, or baccalaureate degree in discipline with demonstrated work experience in field	-Criminal Justice -Criminology -Law -Law Enforcement/Corrections or related field -Homeland Security
		-Crime Scene/Forensics
CJE 2640	Master's degree with at least 18 graduate semester hours in discipline, or baccalaureate degree in discipline with demonstrated work experience in field	-Criminal Justice -Criminology -Law -Law Enforcement/Corrections or related field -Homeland Security -Crime Scene/Forensics

Emergency Medical Services Technology, A.S., and associated certificates

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
EMS 1119 EMS 1119L EMS 1335C EMS 1354C EMS 1431C EMS 1930 EMS 1931C	Associate degree (A.A., A.S., A.A.S.) and current FL paramedic license, current basic life support (BLS) and advanced cardiac life support (ACLS) certification, and 3 years of work experience	-Emergency Medical Services -Nursing

Prefix	Minimum Requirements	Qualifying Disciplines
EMS 2271C EMS 2272C EMS 2273C		
EMS 2346C EMS 2435L EMS 2436L EMS 2437L EMS 2458L	Associate degree (A.A., A.S., A.A.S.) and current FL paramedic license, current basic life support (BLS) and advanced cardiac life support (ACLS) certification, and 3 years of critical care experience, or Licensed medical doctor (M.D.) with current basic life support (BLS) and advanced cardiac life support (ACLS) certification, and 3 years of critical care experience	-Emergency Medical Services -Nursing -Medicine
EMS 2311	Bachelor's degree and current FL paramedic license, current basic life support (BLS) and advanced cardiac life support (ACLS) certification, and 3 years of work experience at district chief or higher level	-Emergency Medical Services -Nursing

Law Enforcement, O.C., and Correctional Basic Recruit, O.C.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
CJK 0001C CJK 0012C CJK 0013C CJK 0014C CJK 0064C CJK 0065C CJK 0077C CJK 0078C CJK 0092C CJK 0087C CJK 0084C CJK 0088C CJK 0096C	High school graduate or equivalent and FL certified or retired corrections or law enforcement officer, or related work professional (such as attorney), and active FL General Instructor certification or exemption authorization and 3 years of related work experience	Law Enforcement/ Corrections or Related Field
CJK 0111 CJK 0300 CJK 0301 CJK 0305 CJK 0306 CJK 0310 CJK 0315 CJK 0320	High school graduate or equivalent and FL certified or retired corrections or law enforcement officer, or related work professional (such as attorney), and active FL General Instructor certification or exemption authorization and 3 years of related work experience	Law Enforcement/ Corrections or Related Field

Prefix	Minimum Requirements	Qualifying Disciplines
CJK 0321 CJK 0324 CJK 0325 CJK 0326 CJK 0327 CJK 0330 CJK 0335 CJK 0336 CJK 0340 CJK 0355		
CJK 0031	High school graduate or equivalent and FL certified or retired corrections or law enforcement officer, or related work professional (such as attorney), and active FL General Instructor certification or exemption authorization and Medical First Responder Instructor certification	Law Enforcement/ Corrections or Related Field
CJK 0040	High school graduate or equivalent and FL certified or retired corrections or law enforcement officer, or related work professional (such as attorney), and active FL General Instructor certification or exemption authorization and FL Firearms Instructor certification	Law Enforcement/ Corrections or Related Field
CJK 0051	High school graduate or equivalent and FL certified or retired corrections or law enforcement officer, or related work professional (such as attorney), and active FL General Instructor certification or exemption authorization and FL Defensive Tactics Instructor certification	Law Enforcement/ Corrections or Related Field
CJK 0422C	High school graduate or equivalent and FL certified or retired corrections or law enforcement officer, or related work professional (such as attorney), and active FL General Instructor certification or exemption authorization and Dart Firing Stun Gun Instructor certification	Law Enforcement/ Corrections or Related Field
CJK 0020C	High school graduate or equivalent and FL certified or retired corrections or law enforcement officer, or related work professional (such as attorney), and active FL General Instructor certification or exemption authorization and FL Vehicle Operations Instructor certification	Law Enforcement/ Corrections or Related Field

O.C., Fire Officer Supervisor, and Firefighter/EMT Combined, O.C.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
FFP 0030C FFP 0031C EMS 0110 EVS 1026C EVS 2005 EVS 2892 EVS 2942L EVS 2930 EVS 2931 EVS 2932	Certified Firefighter and Fire Instructor I, II or III certification from the Florida Bureau of Fire Standards and Training	Firefighter/Fire Safety

Fire Science A.S.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
FFP 1505 FFP 1510 FFP 2120 FFP 2720 FFP 1740 FFP 1793 FFP 1810 FFP 1540 FFP 2111 FFP 2541 FFP 2770 FFP 2811 FFP 2741 FFP 2521	Bachelor's degree and must have the following: Certified Firefighter,	Firefighter/Fire Safety

Automotive Technology, A.A.S., and associated certificates

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying

Prefix	Minimum Requirements	Qualifying Disciplines
AER	Associate degree in automotive-related field, or Master ASE certification and 2 years of work experience in automotive technology	Automotive technology

Commercial Heating and Air Conditioning, O.C.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
ACR	High school diploma/GED or higher, plus 6 years work experience in field	HVAC

Cosmetology, OC., and associated certificates

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
COS CSP 0260C	Current FL cosmetologist license of minimum 3 years	Cosmetology
CSP 0013C	Current FL cosmetologist license of minimum 3 years or Nail Specialty license of minimum 3 years	Cosmetology

Welding Technology, O.C., and Advanced Welding Technology, O.C.

Prefix	Minimum Requirements	Qualifying Disciplines
Course	Minimum requirements	Qualifying
PMT	High school diploma/GED or higher, current American Welding Society (AWS) certification or American Society of Mechanical Engineers (ASME) certification and 6 years of work experience in welding	Welding

Appendix A: Xitracs Credentialing System

The college uses Xitracs for faculty credentials. Access to the Xitracs credentialing module can be found at xitracs.fgc.edu. Note that only select campus administrators have access to the credentialing module.

Accessing the Credentialing Module

Log in to Xitracs and navigate to the Credentials section in the top navigation bar. The Xitracs home screen displays navigation tabs for Home, Faculty & Staff, Departments, Schools, CIP Codes, File-Q, Library, Reports, Control Panel, and a Credentials dropdown. The dashboard includes Key Statistics panels showing Faculty (464), Staff (111), Executive (2), Teaching in current semester (117), and Degrees (Doctorate: 80, Specialist: 2), a monthly calendar view, an Announcements & News panel, a Recent Activity panel, and a Notepad.

[Image: Xitracs credentialing module home screen showing navigation tabs, key statistics panel with faculty counts, and a July 2025 calendar view.]

Adding an Instructor

To add an instructor, go to the Control Panel, then select "Add" in the Faculty & Staff menu. The Credentials Module Control Panel is divided into three columns: Schools & Departments (Schools, Departments, Disciplines, Import Schools, Import Departments), Faculty & Staff (Add, Find, Import, List, Settings), and Operations (Automap Credentials, Synchronize Course Credentials, File-Q Workflow Channels). Below are sections for Course Catalog, Reports, and Xitracs Add-Ons.

[Image: Xitracs Credentials Module Control Panel showing Schools & Departments, Faculty & Staff, and Operations management sections with links for each function.]

After selecting Add, an "Add a Faculty or Staff Member" form appears with fields for Title, Last Name, First Name, Middle Name, Preferred Name, Email, Department, Location, Status, Date of Hire, Discipline, User Id, Network Name, Type, Portal Access, Expiry Date, Reports, and Supervisor. SSO is enabled so no password is required.

[Image: Xitracs Add a Faculty or Staff Member form showing all input fields for new instructor entry with Submit and Cancel buttons.]

Entering Qualification Information

To enter instructor qualification information, go to the Faculty & Staff menu and search for the faculty member by Last Name, Id, or Email, with optional filters for Discipline, Status, User type, and Teaching semester.

[Image: Xitracs Faculty & Staff search interface with search fields and optional filters for discipline, status, user type, and teaching semester (showing Summer 2025, Spring 2025, Fall 2024, Summer 2024).]

Once located, enter base data including Faculty Rank, Employment Status, Date of Hire, Tenure Status, Graduate Faculty status, Highest Degree Earned, CV On file, CV Online, Transcript

Online, and Evaluation Online. Position Details include Reports to, Job Title, Job Description, Description document, and Roles.

[Image: Xitracs faculty base data entry screen for example faculty member Dr. Jane Doe showing Faculty Rank (Professor), Employment Status (Full time), Tenure Status (Tenured), Highest Degree Earned (Doctorate), and upload options for CV, transcript, and evaluation.]

Qualifications Tab

Enter qualification information in the Qualifications tab. The tab displays Degree Awards (listing degree type, detail including degree name, year, and institution, and transcript on file status), Certifications & Licensures, and Experience and Other Qualifications sections. If documentation is available, check "Transcript on file."

[Image: Xitracs Qualifications tab showing Degree Awards section with Doctorate (PhD in English Literature, 2010, Florida State University, transcript on file) and Masters (MA in English Literature, 2002, University of Memphis, transcript on file), with Edit, Delete, Credits, and CIP function links.]

Courses Tab

The instructor's assigned courses will appear in the Courses tab. To add the qualification that qualifies the instructor to teach a course, click "Add new" under Function and choose the qualification from the "Applicable Qualification for this Course" dropdown. If the qualification is an alternative credential, check "This is an additional qualification."

[Image: Xitracs Courses tab showing Summer 2025 course assignments with AMH2020 U.S. History sections, each with an Applicable Qualification dropdown and an additional qualification checkbox.]

Setting Compliance Status

After reviewing the instructor's qualifications, determine whether they are compliant with course requirements. Set the Compliance Status using the dropdown and add an optional comment before submitting.

[Image: Xitracs compliance status setting interface showing a Summer 2025 AMH2020 course section with a Compliance Status dropdown, optional Comment text area, and Submit and Cancel buttons.]

Documents Tab

Upload transcripts and other documentation under the Documents tab. The tab is divided into sections: Annual Reports, General Documents, Qualification Documents (organized by degree — e.g., Doctorate: PhD 2010 Florida State University, Masters: MA 2002 University of Memphis, each with an Add file link and uploaded PDF transcripts), Certification & Licensure Documents, and Experience and Other Qualification Documents. Each section shows uploaded files with View, Edit, Replace, and Delete options.

[Image: Xitracs Documents tab showing uploaded qualification documents including PhD and MA transcripts with view, edit, replace, and delete options.]

Generating a Credentials Report

To generate a credentials report, go to "Reports" and choose the report of interest. The Reports screen is organized into:

- **General Reports:** Credentials online, Credentials PDF report, Credentials MS Excel report
- **Agency Reports:** SACSCOC Roster Report — generates a SACSCOC faculty roster report in PDF or MS Word format
- **Management Reports:** Certificate expiry report, Course eligibility, Courses with sections, Courses with no sections, Course sections by semester, Course sections with no instructors, Credentials with no documents, Faculty/Course eligibility exceptions, Faculty & staff without a CV, Faculty without an evaluation, Faculty & staff without a qualification, Faculty & staff without a terminal degree, Faculty & staff without a transcript, Faculty qualifications compliance. Each report has a View link.

[Image: Xitracs Reports screen showing General Reports, Agency Reports, and Management Reports sections. Each report listing includes a description and a View link.]

Appendix B: Frequently Asked Questions (FAQs)

Q: Does a Mathematics Education or English Education master's credential an instructor to teach math or English, respectively?

A: Not by the degree alone. The instructor would need at least 18 graduate hours in mathematics or English to be credentialed to teach in those areas. Moreover, the graduate courses should have graduate math or English content. In general, teacher content "refresher" courses or courses focused on teaching pedagogies do not constitute graduate math or English.

Q: When does coursework need to be listed in the instructor profile?

A: Only if the graduate degree is not directly related to the credential certificate discipline. Examples:

- **Coursework needed:** Degree is in Accounting and the course is Economics.
- **Coursework needed:** Degree is in English Education and the course is English.
- **Coursework not needed:** Degree is in Accounting; the course is an Accounting course.

Q: Which degree(s) should be included in Xitracs?

A: In the instructor profile, include ALL degrees, even those outside the teaching discipline. However, when creating the credential certificate, only the highest degree related to the teaching discipline should be attached. Note: Any coursework that is included from a degree requires the degree to be uploaded as well.

Example 1: Instructor has a bachelor's and master's degree in Electrical Engineering and a master's in Mathematics. The teaching field is Mathematics. All three degrees should be included in the instructor profile. However, only the master's in Mathematics should be uploaded.

Example 2: Instructor has a bachelor's degree in Biology, a master's degree in Chemistry, and a master's degree in Biology. The teaching fields are Chemistry and Biology. All three degrees should be included in the instructor profile and both master's degrees should be uploaded.

Example 3: Instructor has a bachelor's and master's degree in Business and a PhD in English Education. The teaching discipline is English. All three degrees should be included in the instructor's profile. Since no listed degree automatically qualifies an instructor to teach English, graduate English coursework will need to be uploaded.

If a degree is required as proof of qualification to teach a course, then the instructor must provide official transcripts of the degree to Human Resources.

Appendix C: Helpful Websites

SACSCOC

1866 Southern Lane, Decatur, GA 30033 | Phone: (404) 679-4500

Website: <https://sacscoc.org>

Florida Department of Education — Florida College System

325 West Gaines Street, Tallahassee, Florida 32399 | Phone: (850) 245-0505

Email: FCSInfo@fldoe.org

Website: <https://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/>

Council for Higher Education Accreditation (CHEA)

Website: www.chea.org

National Association of Credential Evaluation Services (NACES)

Website: www.naces.org

References

Florida Department of Education. (2021). Office of Articulation. *Statewide Postsecondary Articulation Manual*. <https://www.fldoe.org/core/fileparse.php/5421/urlt/Statewide-ArticulationManual.pdf>

Southern Association of Colleges and Schools Commission on Colleges. (2024). *The principles of accreditation: Foundations for quality enhancement*. <https://sacscoc.org/app/uploads/2024/01/2024PrinciplesOfAccreditation.pdf>