Office of Academic Affairs

Faculty Credentialing Manual 2025-2026

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The purpose of this manual is to provide technical and procedural guidelines and clarification for individuals responsible for faculty selection and credentialing accurately and consistently.

Introduction

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, pg. 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

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

>   a. justifies and documents the qualifications of its faculty members. (*Faculty qualifications)*

>   b. employs a sufficient number of full-time faculty members to ensure curriculum and program quality, integrity, and review. *(Program faculty)*

>   c. assigns appropriate responsibility for program coordination. *(Program coordination)*

3. 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)*

4. The institution publishes and implements appropriate policies and procedures for preserving and protecting academic freedom. *(Academic freedom)*

5. The institution provides ongoing professional development opportunities for faculty members as teachers, scholars, and practitioners, consistent with the institutional mission. *(Faculty development)* (SACSCOC, 2024, pgs. 17-8)

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 (Academic Affairs, Workforce, Nursing, and Teaching) 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 (FAQ's) 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 this address:

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. Here is a list of the regionally 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, 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

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 (i.e. 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 credential certificate (i.e. PhD in physics but credential certificate is in mathematics), include coursework relevant to the teaching discipline that was earned in the degree as justification for why they are teaching outside their graduate discipline. Attached coursework must be initially added to the instructor profile in the comment field for the degree for which this coursework was completed. If coursework is completed outside of a formal degree, it should be included in the "Experience and other qualifications" section.
- The highest degree awarded relevant to the teaching discipline is the only transcript that must be uploaded to the instructor's profile. For example, if an instructor teaching mathematics has a PhD in mathematics, his or her masters, bachelors, and associates degrees should not be uploaded to the 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. The formula for converting quarter hours to semester hours is

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

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 quarter hours × 0.67 = 5.36 semester hours

2. Total the semester hours:
13 semester hours + 5.36 semester hours = 18.36 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 within the instructor profile 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 within the instructor profile 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 within the instructor profile 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. Additionally, any exceptions related to coursework should be included in this area. All additional forms of justification should be included in this field.
- To provide documentation, upload the appropriate documents into the documents field within the instructor profile. 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, please visit www.naces.org. In addition to advisory statements on the educational equivalence of degrees earned at a foreign institution, 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 and other helpful websites.

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

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

Credentialing Requirements by Discipline (A-Z)

Business Administration, B.S.			
Course prefix	**Course type**	**Minimum requirements**	**Qualifying disciplines**
BUL MAN MAR GEB FIN ACG ENT	UT	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
BUL GEB ECO FIN MAN MAR MNA SBM	UT	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
ACG APA	UT	Master's degree with at least 18 graduate semester hours in discipline	-Accounting
TAX	UN	Bachelor's degree with at least 18 semester hours in discipline, **or** be a current Certified Public Accountant (CPA)	-Accounting -Tax

Computer Information Technology, A.S., Computer Programming and Analysis, A.S., Cybersecurity, A.S. and associated certificates

Course prefix	Course type	Minimum requirements	Qualifying disciplines
CET CNT	UN	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	UN	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
CGS	UT	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 -Educational/Instructional Technology -Internet Services -Networking Services -Management Information Systems -Or a field related to current technologies area
COP	UT	Master's degree with at least 18 graduate semester hours in discipline	-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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
CTS	UN	Master's degree with at least 18 graduate semester hours in discipline	-Computer Information Technology -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

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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
GRA DIG	UT	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
EEC CHD 3000-4000	UN	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

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Course prefix	Course type	Minimum requirements	Qualifying disciplines
EEX 3603 4201	UN	Master's degree with at least 18 graduate semester hours in discipline* *Doctoral degree preferred	-Early Childhood Education -Special Education - Psychology with emphasis in childhood development, with demonstrated work experience in the field

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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
EEC CHD 1000-2000	UN	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	UN	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
EDF 1000-2000	UT	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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
EEX 2010	UT	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
EME 2040	UT	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 -Instructional Technology

Educator Preparation Institute, C.C.C.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
EPI	UN	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
EDF 4251 and 4430	UT	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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
EDG 4343	UT	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
RED 4044 and 4941	UT	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
TSL 4083	UT	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines

Course prefix	Course type	Minimum requirements	Qualifying disciplines
EEX 3294	UN	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	UN	Master's degree with at least 18 graduate semester hours in discipline* *Doctoral degree preferred	-Elementary Education

Water Resource Management, B.A.S.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
EVR EVS 3000-4000	UN	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	UN	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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
EVR 1001	UT	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	UN	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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
EVS 2930, 2931	UN	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 years of relevant industry experience.	-Air/Water Quality -Biology -Civil/Environmental Engineering -Environmental Science -Natural Resource Conservation/Management

Nursing, B.S.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
NUR 3000-4000	UN	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
NUR 1000-2000	UN	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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
NUR 1000C-2000C	UN	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines

Course prefix	Course type	Minimum requirements	Qualifying disciplines
PHT	UN	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
HIM	UN	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
PRN	UN	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
MSS	UN	Current unencumbered FL Massage Therapy license Minimum of 3 years of experience as a professional massage therapist Associate's Degree preferred Experience in Adult Education preferred	Massage Therapy

Agribusiness Management, A.S., and associated certificates

Course prefix	Course type	Minimum requirements	Qualifying disciplines
GCO ORH PLS	UN	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	UT	Master's degree with at least 18 graduate semester hours in discipline	-Agriculture -Plant Science -Horticulture -Turfgrass Science -Agronomy -Landscape Architecture

Social Sciences

Course prefix	Course type	Minimum requirements	Qualifying disciplines
AMH EUH WOH	UT	Master's degree with at least 18 graduate semester hours in discipline	-History
ANT	UT	Master's degree with at least 18 graduate semester hours in discipline	-Anthropology -Archaeology -Cultural Anthropology -Physical Anthropology -Social Anthropology
CLP	UT	Master's degree with at least 18 graduate semester hours in discipline	- Psychology
ECO	UT	Master's degree with at least 18 graduate semester hours in discipline	-Business -Economics -Finance
POS	UT	Master's degree with at least 18 graduate semester hours in discipline	-Government -Political Science -Public Administration
DEP PSY	UT	Master's degree with at least 18 graduate semester hours in discipline	- Psychology -Counseling Psychology -Educational Psychology
SLS	UT	Master's degree with at least 18 graduate semester hours in discipline	Any recognized academic discipline

Course prefix	Course type	Minimum requirements	Qualifying disciplines
SYG	UT	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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
AML	UT	Master's degree with at least 18 graduate semester hours in discipline	-Creative Writing -English -Literature -Rhetoric and Composition
ARH FIL	UT	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	UT	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 Education
CRW	UT	Master's degree with at least 18 graduate semester hours in discipline	-Creative Writing -English -Literature -Rhetoric and Composition
REA	D	Baccalaureate degree in discipline, **or** baccalaureate degree with teaching experience in discipline	-Creative Writing -English -Literature -Rhetoric and Composition -English Education
ENC 0015, 0025, 0027C, 0055	D	Baccalaureate degree in discipline, **or** baccalaureate degree with teaching experience in discipline	-Creative Writing -English -Literature -Rhetoric and Composition -English Education

Course prefix	Course type	Minimum requirements	Qualifying disciplines
ENC 1000-2000	UT	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	UT	Master's degree with at least 18 graduate semester hours in discipline	-Creative Writing -English -Literature -Rhetoric and Composition
FRE	UT	Master's degree with at least 18 graduate semester hours in discipline	-French -Comparative Literature with French component -Romance Languages
HUM	UT	Master's degree with at least 18 graduate semester hours in discipline	Any major in humanities, including but not limited to: -Art History -Classics -Languages and Literature -History -Liberal Studies -Music History -Religion -Philosophy
IDH	UT	Master's degree with at least 18 graduate semester hours in discipline	Any recognized academic discipline
MUH MUL MUT	UT	Master's degree with at least 18 graduate semester hours in discipline	-Music -Music History
ORI SPC	UT	Master's degree with at least 18 graduate semester hours in discipline or demonstrated experience	-Speech -Communications -Mass Communications
PHI	UT	Master's degree with at least 18 graduate semester hours in discipline	-Ethics -Logic -Philosophy
REL	UT	Master's degree with at least 18 graduate semester hours in discipline	-Religion -Theology -Divinity
SPN	UT	Master's degree with at least 18 graduate semester hours in discipline	-Spanish -Comparative Literature with Spanish component -Romance Languages
THE 2000	UT	Master's degree with at least 18 graduate semester hours in discipline	-Theater

Art and Music Performance

Course prefix	Course type	Minimum requirements	Qualifying disciplines

Course prefix	Course type	Minimum requirements	Qualifying disciplines
ART PGY	UT	Master's degree with at least 18 graduate semester hours in discipline	-Art -Fine Arts
MUN MVB MVK MVP MVS MVV MVW	UT	Master's degree with at least 18 graduate semester hours in discipline, **or** demonstrated experience in musical performance	-Music
THE 2925 TPP	UT	Master's degree with at least 18 graduate semester hours in discipline	-Theater

Mathematics

Course prefix	Course type	Minimum requirements	Qualifying disciplines
MAT 0018, 0028, 0055	D	Baccalaureate degree in discipline, **or** baccalaureate degree with teaching experience in discipline	-Mathematics -Statistics -Mathematical Physics -Engineering -Math-intensive field
MAT 1033	UT	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	UT	Master's degree with at least 18 graduate semester hours in discipline	-Mathematics -Statistics -Mathematical Physics -Engineering -Math-intensive field

Science

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

BSC 1005, 2010C, 2011C, 2910	UT	Master's degree with at least 18 graduate semester hours in discipline	-Biology -Botany -Microbiology -Ecology -Biochemistry -Marine Biology -Environmental Science
BSC 2085, 2085L, 2086, 2086L	UT	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	UT	Master's degree with at least 18 graduate semester hours in discipline	-Chemistry -Chemical Engineering -Biochemistry
GLY	UT	Master's degree with at least 18 graduate semester hours in discipline	-Geology -Oceanography -Meteorology -Earth & Space Science
HSC	UT	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	UT	Master's degree with at least 18 graduate semester hours in discipline	-Biochemistry -Biology -Dietetics -Food Chemistry -Food Microbiology -Food Sciences -Medicine -Molecular Biology -Nutrition -Wellness
			-System Physiology
IDS 2151	UT	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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
MCB	UT	Master's degree with at least 18 graduate semester hours in discipline, **or** professional clinical degree (e.g., MD, MSN, DO, DVM)	-Biochemistry -Biology -Biostatistics -Biotechnology -Cell Science -Cytology -Epidemiology -Immunology -Medical Entomology -Medicine -Metabolism -Microbiology -Molecular Biology -Veterinary Medicine -Virology
PHY	UT	Master's degree with at least 18 graduate semester hours in discipline	-Physics -Mathematical Physics
PSC	UT	Master's degree with at least 18 graduate semester hours in discipline	Any recognized field in physical sciences, including but not limited to: -Physics -Chemistry -Engineering
ZOO	UT	Master's degree with at least 18 graduate semester hours in discipline	-Zoology -Wildlife Ecology

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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
CCJ CJL CJC 2162, 2400 CJJ CJE 2600	UT	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	UN	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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
CJE 2640	UN	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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
EMS 1119 EMS 1119L EMS 1335C EMS 1354C EMS 1431C EMS 1930 EMS 1931C EMS 2271C EMS 2272C EMS 2273C	UN	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
EMS 2346C EMS 2435L EMS 2436L EMS 2437L EMS 2458L	UN	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	UN	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
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	UN	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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
CJK 0111 CJK 0300 CJK 0301 CJK 0305 CJK 0306 CJK 0310 CJK 0315 CJK 0320 CJK 0321 CJK 0324 CJK 0325 CJK 0326 CJK 0327 CJK 0330 CJK 0335 CJK 0336 CJK 0340 CJK 0355	UN	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 0031	UN	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	UN	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	UN	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	UN	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	UN	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

Fire Science Apparatus Operator, O.C., Firefighter Minimum Standards, O.C., Fire Officer Supervisor, and Firefighter/EMT Combined, O.C.

Course prefix	Course type	Minimum requirements	Qualifying disciplines

Course prefix	Course type	Minimum requirements	Qualifying disciplines
FFP 0030C FFP 0031C EMS 0110 EVS 1026C EVS 2005 EVS 2892 EVS 2942L EVS 2930 EVS 2931 EVS 2932	UN	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
FFP 1505 FFP 1510	UN	Bachelor's degree **and** must have the following: Certified Firefighter,	Firefighter/Fire Safety
FFP 2120 FFP 2720 FFP 1740 FFP 1793 FFP 1810 FFP 1540 FFP 2111 FFP 2541 FFP 2770 FFP 2811 FFP 2741 FFP 2521		Fire Instructor I, II or III certification from the Florida Bureau of Fire Standards and Training. Hold the certificate in the class they are teaching.	

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

Course prefix	Course type	Minimum requirements	Qualifying disciplines
AER	UN	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.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
ACR	UN	High school diploma/GED or higher, plus 6 years work experience in field	HVAC

Cosmetology, OC., and associated certificates

Course prefix	Course type	Minimum requirements	Qualifying disciplines
COS CSP 0260C	UN	Current FL cosmetologist license of minimum 3 years	Cosmetology

Course prefix	Course type	Minimum requirements	Qualifying disciplines
CSP 0013C	UN	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.
Welding Technology, O.C., and Advanced Welding Technology, O.C.

Course prefix	Course type	Minimum requirements	Qualifying disciplines
PMT	UN	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 here. Note that only select campus administrators have access to the credentialing module.

xitracs.fgc.edu

Login to Xitracs, and go to the credentialing module.

To add an instructor, go to the control panel, then "add" in the faculty & staff menu.

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Credentials Module Control Panel

Schools & Departments
Schools
Manage schools
Departments
Manage departments
Disciplines
Manage disciplines
Import Schools
Add schools by file import
Import Departments
Add departments by file import

Faculty & Staff
Add
Add a new faculty or staff member
Find
Find a faculty or staff member
Import
Add or remove faculty and staff by file import
List
List all faculty & staff members
Settings
Manage faculty and staff settings

Operations
Automap Credentials
Automatically map qualifications to sections
Synchronize Course Credentials
Map qualifications to new sections
File-Q Workflow Channels
Manage channels for drag/drop uploads

Course Catalog
Courses
Manage courses
CIP codes
Manage CIP codes & settings
Sections
Manage course sections
Semesters
Manage the semesters
Settings
Manage the course catalog settings

Reports
Annual Report & Profile
Manage report settings
Credentials Report
Manage the report header & footer
SACSCOC Roster Template
Upload a custom roster template
User Access
User access to schools & departments

Xitracs Add-Ons™   Info
Catalog Publisher
Publish a catalog of courses and syllabi
Credentialing
Manage credentialing workflow templates
Faculty Directory Publisher
Publish faculty directory
FARS
Faculty activity reporting system

Enter the instructor's information. Note that no password, user ID, or network name are required.

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Add a Faculty or Staff Member

⚠ SSO is currently enabled. A password here is not required.

Field	Detail
Title	[ ] e.g. Dr, Professor, Ms.
Last Name	[ ]
First Name	[ ]
Middle Name	[ ]
Preferred Name	[ ]
Email	[ ]
Department	[⌄]
Location	No locations available
Status	[⌄] ☐ 2 ⌄ Jul ⌄ 2025 ⌄
Date of Hire	☐ 2 ⌄ Jul ⌄ 2025 ⌄
Discipline	[⌄]
User Id	[ ]
Network Name	[ ]
Type	[⌄]
Portal Access	☑ Enable portal logon access
Expiry Date	☐ 2 ⌄ Jul ⌄ 2025 ⌄ If enabled, date on which user access expires.
Reports	☐ Exclude from reports
Supervisor	Not specified Change

✔Submit ✖Cancel

To enter instructor qualification information, go to the faculty & staff menu and search for the faculty member.

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Faculty & Staff

◄

Search for a faculty or staff member

● Last Name ○ Id ○ Email

Select an optional filter*

Discipline: [▼]

Status: [▼]

User type: [▼]

Teaching semester:
| Summer 2025 ▲ |
| Spring 2025 |
| Fall 2024 |
| Summer 2024 ▼ |

[Search] [Clear]

Leave search term blank to return all matching data for the selected filter(s).

Enter the base data.

Name: Dr. Jane Doe   Roster report   Printer friendly
Department: Arts and Science Division   **School:** Academic Affairs/Instruction   **Discipline:** English
Type: Faculty

| Base data | Qualifications | Courses | Eligibility | Groups | Documents | Information status: *Not specified*

Base Data		Function
Faculty Rank	Professor	Edit
Employment Status	Full time	Edit
Date of Hire	*Not specified*	Edit
Tenure Status	Tenured	Edit
Graduate Faculty	*Not specified*	Edit
Highest Degree Earned	Doctorate	Edit
CV On file	No	Edit
CV Online	No	Upload Library
Transcript Online	No	Upload Library
Evaluation Online	No	Upload Library
Position Details		**Function**
Reports to		
Job Title	Professor, English	Edit
Job Description		Edit
Description document	No	Upload Library
Roles		Assign role
Tasks		**Function**
Priority	Date Created	Detail	Add new
No tasks found		

Enter qualification information in the qualifications tab. If documentation is available, check "transcript on file."

Name: Dr. Jane Doe

Department: Arts and Science Division   School: Academic Affairs/Instruction   Discipline: English

Type: Faculty

Base data | Qualifications | Courses | Eligibility | Groups | Documents

Degree Awards		Function
Type	Detail	Add new
Doctorate	PhD (English Literature) 2010 Florida State University Transcript on file	Edit Delete Credits CIP
Masters	MA (English Literature) 2002 University of Memphis Transcript on file	Edit Delete Credits CIP
Certifications & Licensures		**Function**
Certification	Detail	Add new
No certification information found		
Licensure	Detail	Add new
No licensure information found		
Experience and Other Qualifications		**Function**
Type	Detail	Add new
No experience or other qualification information found		

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. If the qualification is an alternative credential, check "this is an additional qualification."

Department: Student Support Services   School: Administrative/Support Services

Type: Staff

Base data | Qualifications | Courses | Eligibility | Groups | Documents

Courses	
Semester	Courses and Qualifications
Summer 2025	(Summer Term-A12) AMH2020: U S History from 1877 0I2 (30017) *U S History from 1865 [AMH2...*
	No qualifications specified
Summer 2025	(Summer Term-A6) AMH2020: U S History from 1877 0I3 (30018) *U S History from 1865 [AMH202...*
	No qualifications specified

Applicable Qualification for this Course

☐ This is an additional qualification

Submit   Cancel

After reviewing the instructor's qualifications, determine whether the instructor's qualifications are compliant with course requirements and set the compliance status accordingly.

Department: Student Support Services   School: Administrative/Support Services

Type: Staff

Base data | Qualifications | Courses | Eligibility | Groups | Documents   Show prior semesters

Courses						
Semester	Courses and Qualifications		Evaluation	Syllabus	Compliant	Function
Summer 2025	(Summer Term-A12) AMH2020: U S History from 1877 0I2 (30017) *U S History from 1865 [AMH2020]*	⚠ Not eligible				Add Comment
	No qualifications specified					
Summer 2025	(Summer Term-A6) AMH2020: U S History from 1877 0I3 (30018) *U S History from 1865 [AMH202...*					Add Comment
	No qualifications specified					

Compliance Status

Comment (optional)

Submit   Cancel

Upload transcripts and other documentation under the documents tab.

| Base data | Qualifications | Courses | Eligibility | Groups | Documents |

Annual Reports				Function
General Documents				**Function**
General documents and files				Add file
No general items found				
Qualification Documents				**Function**
Doctorate: PhD 2010 Florida State University				Add file
📄 Transcript	11/1/2023	PDF	View Edit Replace Delete
Masters: MA 2002 University of Memphis				Add file
📄 Transcript	11/1/2023	PDF	View Edit Replace Delete
Certification & Licensure Documents				**Function**
No certification or licensure information found				
Experience and Other Qualification Documents				**Function**
No experience or other qualification information found				

To generate a credentials report, go to "Reports" and choose the report of interest.

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Reports

General Reports	Description	Function
Credentials online	Open credentials online website in new window URL: https://xitracs.fgc.edu/survey/query/reviewerfacultyview.jsp	View
Credentials PDF report	Generate a credentials report in PDF format	View
Credentials MS Excel® report	Generate a credentials report in MS Excel® spreadsheet format	View

Agency Reports	Description	Function
SACSCOC Roster Report	Generate a SACSCOC faculty roster report in PDF or MS Word® format (Excludes those in the previously reviewed report below)	View

Management Reports	Description	Function
Certificate expiry report	List certificates that require renewal	View
Course eligibility	Find faculty eligible to teach a specific course	View
Courses with sections	List courses with a section	View
Courses with no sections	List courses without a section	View
Course sections by semester	List course sections by selected semester	View
Course sections with no instructors	List course sections without an instructor	View
Credentials with no documents	Search for credentials without documentation	View
Faculty/Course eligibility exceptions	List faculty members teaching courses which are not marked as eligible	View
Faculty & staff without a CV (Base Data)	List faculty & staff members without a CV stored in the Base Data section (CV online)	View
Faculty without an evaluation	List faculty members without an evaluation stored	View
Faculty & staff without a qualification	List faculty & staff members without a qualification	View
Faculty & staff without a terminal degree	List faculty & staff members without a terminal degree	View
Faculty & staff without a transcript (Base Data)	List faculty & staff members without a transcript stored in the Base Data section	View
Faculty qualifications compliance	List faculty members by course qualifications compliance status	View

Updated June 2025

Appendix B

Frequently Asked Questions (FAQs)

Q: Does a mathematics education or English education masters 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. Here are three 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 course work that is included from a degree requires the degree to be uploaded as well. Here are three examples:
>
> > **Example 1**: Instructor has a bachelor's and master's degree in electrical engineering and a masters 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. However, since no listed degree automatically qualifies an instructor to teach English, graduate English coursework will need to be uploaded. If at least one course is listed from a particular degree as justification, the degree itself must be also be uploaded.
>
> **Note**: 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/

References

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