

MISSISSIPPI DELTA COMMUNITY COLLEGE

FACULTY CREDENTIALING MANUAL



2026-2027

**Office of Instruction
Allan-Foley Career-Technical Building
officeofinstruction@msdelta.edu**

FACULTY GUIDELINES FOR ACADEMICS

Credentialing Parameters for MDCC Disciplines

Degrees and course work must be obtained from institutions that are nationally accredited colleges or universities. Any deviation from this practice must be approved by the President of the College or his designee in conjunction with the Vice President of Instruction and Human Resources. International credentials must be assessed as equivalent academic preparation by an approved evaluation service.

Course work submitted by the faculty applicant as graduate credit must be clearly designated by the granting institution as part of a graduate program, or formally validated by the granting institution as graduate level study. Official documentation must be provided by the granting institution.

As part of the employment process for all Mississippi Delta Community College faculty, the appropriate department chair and Vice President of Instruction evaluate faculty transcripts to ensure that required qualifications are met. The completed Certificate of Credentials for Instructors form is housed in the Office of Human Resources.

Alternative Qualifications

When determining acceptable qualifications of faculty, MDCC gives primary consideration to the highest earned degree in the teaching discipline. The minimum requirements listed for each discipline in this manual are not the only means of qualifying to teach. MDCC may also qualify a faculty member who does not meet the listed degree requirement on the basis of competence, effectiveness, and capacity, including related degrees; graduate or undergraduate coursework comparable to the teaching discipline; related professional work experience in the field; licensure and certifications; research and publications; honors and awards; documented continuous excellence in teaching; or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Each alternative qualification is evaluated individually against the specific courses to be taught and must be justified and documented on the Faculty Certification of Credentials Form (Section 4). Official transcripts and supporting documentation must be on file for all qualifications cited.

Associate of Arts

DISCIPLINE		Accounting (ACC)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
ACC	√		Master's degree in Accounting or master's degree with 18 graduate hours in accounting <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		ART (ART)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
ART	√		Master's degree in fine arts or master's degree with 18 graduate hours in art <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Biology (BIO)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
BIO	√		Master's degree with a major in biology, botany, zoology or a related biological science or medical subfield or master's degree with 18 graduate semester hours in biology, botany, zoology or related biological science or medical subfield <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Business (BAD)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
BAD	√		Master's degree in business administration (MBA) or master's degree with 18 graduate hours in business <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Business (BOA)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
BOA	√		Master's degree in business administration (MBA) or business education or technology or master's degree with 18 graduate hours in business <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Chemistry (CHE)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
CHE	√		Master's degree in Chemistry or master's degree with 18 graduate hours in chemistry <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Computer Science (CSC)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
CSC	√		Master's degree in Computer Science or Technology or master's degree with 18 graduate hours in computer science <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Criminal Justice (CRJ)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
CRJ	√		Master's degree in Criminal Justice or master's degree with 18 graduate hours in criminal justice <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Economics (ECO)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
ECO	√		Master's degree in Economics or Business Administration (MBA) with 18 graduate hours in economics or master's degree with 18 graduate hours in economics <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		ENGLISH (ENG)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
ENG (English ACT sub score of 17 or above to take this class.)	√		Master's degree in English or master's degree with 18 graduate hours in English <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		ENGLISH (ENG--College Prep/Developmental)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
ENG 0113 Beginning English (English ACT sub score of 13 or below.) ENG 0123 Intermediate English (English ACT sub score of 14, 15, or 16.)		√	Bachelor's degree in English or in a related field or master's degree in English or related field <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Geography (GEO)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
GEO	√		Master's degree in Social Science or Geography or master's degree with 18 graduate hours in geography <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Health, Physical Education and Recreation (HPER)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
HPR	√		Master's degree in Physical Education or master's degree with 18 graduate hours in physical education <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		History (HIS)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
HIS	√		Master's degree in History or master's degree with 18 graduate hours in history <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Journalism (JOU)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
JOU	√		Master's degree in English or Journalism or master's degree in a related field (This is the college's yearbook) <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Leadership (LEA)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
LEA	√		Master's degree in no particular subject area <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Life Skills (LLS)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
LLS	√		Faculty teaching Life Skills 3 semester hour courses (LLS 1413 or 1723) must hold a master's degree in no particular subject area. <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Mathematics (MAT)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
MAT (MAT ACT sub score of 19 is required to take MAT 1313.)	√		Master's degree in Mathematics or master's degree with 18 graduate hours in mathematics <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Mathematics (MAT--College Prep/Developmental)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
MAT 0123-Beginning Algebra (MAT ACT sub score of 15 or below.) MAT 1233—Intermediate Algebra (MAT ACT sub score of 16, 17, or 18.)		√	Bachelor's degree in Mathematics or related field <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Music Applied (MUA)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
MUA	√		Bachelor's or Master's in Music or master's degree with 18 graduate hours in music <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Music Foundation (MUS)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
MUS	√		Master's degree in music or master's degree with 18 graduate hours in music <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Music Organizations (MUO)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
MUO	√		Bachelor's or Master's degree in music or master's degree with 18 graduate hours in music <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Philosophy and Bible (PHI)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
PHI	√		Master's degree in Divinity or Bible or master's degree with 18 graduate hours in Bible <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Political Science (PSC)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
PSC	√		Master's degree in social science/history or master's degree with 18 graduate hours in political science <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Physical Science (PHY)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
PHY	√		Master's degree in Natural Sciences or master's degree with 18 graduate hours in physical science <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Psychology (PSY)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
PSY	√		Master's degree in Psychology or Counseling Psychology or master's degree with 18 graduate hours in psychology <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Sociology (SOC)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
SOC	√		Master's degree in Sociology or Social Science or master's degree with 18 graduate hours in sociology <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Public Speaking (SPT)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
SPT	√		Master's degree in Communication or Communicative Disorders (Speech/Hearing) or master's degree with 18 graduate hours in communication, or communicative disorders (Speech/Hearing) <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

DISCIPLINE		Social Work (SWK)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
SWK	√		Master's degree in Social Work or master's degree with 18 graduate hours in social work <i>Alternative qualifications, including related professional work experience and comparable coursework in the field, may also be considered (see Alternative Qualifications, page 2).</i>

FACULTY GUIDELINES FOR CAREER TECHNICAL

Associate of Applied Science

*Credits earned in the Career Technical area may be applied to the Bachelor of Applied Science Degree at universities in the State of Mississippi upon completion of this degree.

DISCIPLINE		Accounting Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
BOT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Administrative Office Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
BOT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Automotive Mechanics Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
ATT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Business Management Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
BOT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Computer Networking Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
CNT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Culinary Arts Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
CUT HRT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Drafting and Design Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
DDT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Electrical Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
ELT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Field Crops Technology/ Business & Mgt.	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
AGR AGT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Industrial Maintenance Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
IMM	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Precision Manufacturing and Machining Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
MST	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Precision Agriculture Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
AGR AGT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

FACULTY GUIDELINES FOR CAREER TECHNICAL

Certificates of Completion

DISCIPLINE		Business & Office Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
BOT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Construction Equipment Operation	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
CEV	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Computer Networking Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
CYB	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Culinary Arts Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
CUT HRT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Drafting and Design Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
DDT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Electrical Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
ELT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Field Crops Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
AGR AGT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Heating, Ventilation, Air Conditioning, & Refrigeration Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
ACT SMT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Industrial Maintenance Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
IMM	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Precision Manufacturing and Machining Technology	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
MST	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DISCIPLINE		Welding	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
WLT	√	√	• Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences. • Two years of work experience within the last five years related to the program of study; five years or more is preferred.

Special Note: Bachelor of Applied Science

The Bachelor of Applied science degree is intended to serve the needs of adults who have completed a technical associate degree program through a community college or the military and are seeking additional education for career advancement. Due to this new degree, all AAS degrees, technical certificates, and advanced technical certificates will have the same instructor qualifications:

- **Must hold a minimum of an Associate's degree in the teaching discipline or a closely-related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences.**
- **Two years of work experience within the last five years related to the program of study; five years or more is preferred.**

FACULTY GUIDELINES FOR ALLIED HEALTH

Associate in Applied Science

*Credits earned in the Allied Health area may be applied to other degrees at universities in the State of Mississippi.

DISCIPLINE		Associate Degree Nursing (ADN)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
NUR	√	√	A master's degree with a major in nursing and 1 year clinical experience or a Bachelor's Degree in Nursing and currently enrolled in a graduate nursing program. Program Director must hold a master's or doctoral degree in nursing with 5 years' experience in nursing education and a minimum of two years of clinical experience. All faculty must hold a current, active and unencumbered licensure in the State as a registered nurse or nurse practitioner.

DISCIPLINE		Dental Hygiene Technology (DHT)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
DHT	√	√	Full time Didactic faculty must hold a baccalaureate or higher degree, part-time didactic faculty must hold a baccalaureate degree or be currently enrolled in a baccalaureate degree program. All dental hygiene faculty must demonstrate competencies in the teaching discipline. Faculty who are dental hygienists must be a graduate of a dental hygienic program accredited by the Commission on Dental Accreditation. Program Director must hold a master's or higher degree or currently enrolled in a master's degree program or is a dentist with a background in education. All faculty must hold a state licensure in dental practice.

DISCIPLINE		Medical Laboratory Technology (MLT)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
MLT	√	√	A baccalaureate degree or an associate's degree Medical Laboratory Scientist/Medical Technologist and demonstrated competencies in the teaching discipline and hold a current certification as a MT/CLS generalist. Program Director must hold a master's or doctoral degree; hold certification as a Medical Laboratory Scientist/Medical Technologist (ASCP-BOC) generalist; must have 3 years of teaching experience.

DISCIPLINE		Radiologic Technology (RGT)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
RGT	√	√	A master's degree with a major in Radiography or health related field or a Bachelor's degree in Radiography or health related field or currently enrolled in a B.S. program with 2 years clinical experience in the professional discipline and demonstrated competencies in the teaching discipline. Clinical Coordinator holds a minimum of a bachelor's degree with 2 years clinical experience in the professional discipline and 1 years' experience as an instructor in a JRCERT accredited program. Program Director holds a minimum of a master's degree, has 3 years clinical experience in the professional discipline, 2 years' experience as an instructor in a JRCERT accredited program. Current licensure in the State as a certified radiologic technologist (CRT) and Current registration by the American Registry of Radiologic Technologists (ARRT) required for all positions.

Certificates of Completion for Allied Health

DISCIPLINE		Health Care (Nurse) Assistant (CNA)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
HCA		√	An associate degree in nursing and Current, active and unencumbered licensure in the State as a registered nurse or nurse practitioner. Health Care Assistant Coordinator must hold a Registered Nurse (associate degree or higher) who possesses a minimum of two (2) years of nursing experience, at least one (1) year of which must be in the provision of long-term care facility services; and must have completed a course in teaching adults or have experience in teaching adults or supervising nurse aides. Hold a current, active and unencumbered licensure.

DISCIPLINE		Practical Nursing (PN)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
PNV		√	A baccalaureate degree in nursing or Associate's Degree in Nursing with 3 years clinical experience working as a RN or 2 years' experience as faculty in a nursing/allied health program. Program Director must hold a minimum of a Bachelors of Nursing degree with 5 years clinical experience of 3 years' experience as a faculty in a nursing/allied health program. Current, active and unencumbered licensure in the State as a registered nurse or nurse practitioner.

DISCIPLINE		Phlebotomy (PBT)	
Course Prefix	T (Transfer)	N (Non- Transfer)	Minimum Requirements
PBT		√	A baccalaureate degree or an associate's degree Medical Laboratory Scientist/Medical Technologist and demonstrated competencies in the teaching discipline and hold a current certification as a MT/CLS generalist.

Faculty Certification of Credentials Form

This form will document that instructional faculty meet university and SACSCOC accreditation qualifications for teaching. This form must be completed for all full-time and part-time employees who are or will be listed as instructors of record. The completed form will be signed by the chair, then the college dean, and, along with any supporting documentation, sent to the SACSCOC Accreditation Liaison. Approved packets will then be forwarded to the Office of Instruction/Provost.

Section 1: Employee Information

Academic Unit: _____ Check One: New Faculty ☐ Existing Faculty ☐
 Instructor's Last Name: _____ First Name: _____ Middle Initial: _____
 MDCC ID (if known): _____
 Position Type: Instructor ☐ Adjunct ☐ Staff ☐
 Effective semester: _____

Section 2: Earned Degree Information

Degree (highest first)	Earned (Y/N)	Discipline/Major of Degree	Institution	Month/ Year	Official Transcript on File (Y/N)? ¹

Section 3: Credentialing of each instructor is based on the Institution's Faculty Credentials Policy. For any instructor who does not have the academic degree credentials for a specific discipline or sub-discipline, the "Additional Qualifications" column must be checked, and narrative provided in the relevant cell(s) in Section 4.

- 1. Faculty teaching undergraduate general education courses:** doctorate or master's degree in the teaching discipline or related discipline, or a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- 2. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree:** doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- 3. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree:** bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline. List course prefix of teaching discipline(s) for which instructor is qualified to teach, OR list specific courses within a discipline as appropriate.

Course Prefix of Teaching Discipline/ OR List of specific Prefix, Number, and Name of specific courses, as appropriate	Check ONE of the following to indicate verification of:	
	Appropriate degree according to SACSCOC Guidelines	Additional Qualifications ²

¹ Official transcripts must be on file in the Provost's office for all degrees earned and for coursework utilized for credentialing purposes.

² If checked Section 4: Additional Qualifications MUST be completed.

Section 4: Additional Qualifications

Complete for all instructional faculty who are NOT degree qualified according to the guidelines documented in Section 3. Please check all Additional Qualifications that apply and **explain each checked item** in the Justification cell provided. Expand the box as needed to provide a complete justification narrative that demonstrates how the employee's additional qualifications relate to specific coursework to be assigned. **Supporting documents such as vitae, transcripts, copies of licenses and certifications, and any others must be submitted with this form.**

☒	Additional Qualifications	Justification (a narrative that clearly makes the connection between the additional qualifications selected and the proposed coursework)
☐	Degree(s) from related discipline	
☐	Research and Publications	
☐	Special training/certifications	
☐	Related work experience	
☐	Documented continuous teaching excellence in discipline	
☐	Honors, awards, or special recognition	
☐	Other competencies or achievements	

Department Chair signature: _____ Date: _____

College Dean signature

(Provost for Academic Units): _____ Date: _____

SACSCOC Liaison signature: _____ Date: _____

Provost signature: _____ Date: _____

Policy Effective Date: Form

Revised: 2/06/25