

# WASHBURN UNIVERSITY

## Concurrent Enrollment Program

### Academic Plan for Provisional Instructors to Obtain HLC-Mandated Academic Qualifications

The Higher Learning Commission (HLC) and the Kansas Board of Regents (KBOR) require instructors teaching dual-credit/CEP courses to meet the academic preparatory standard of a master's degree and 18 earned graduate credits in the discipline in which they teach. Instructors who do not yet meet this standard are provisionally permitted to teach, provided that they submit and make progress on an academic plan that would see them become qualified by September 1, 2022.

Instructor Name: \_\_\_\_\_

High School: \_\_\_\_\_

WU CEP Courses taught (or to be taught) by instructor:

\_\_\_\_\_

Does the instructor have an earned Master's Degree?

**YES**

**NO**

If YES to the above,  
please indicate degree & field of study:

\_\_\_\_\_

If NO to the above, please indicate anticipated date by which Degree will be earned & the institution granting it:

\_\_\_\_\_

#### Past or Current Coursework

Indicate all graduate-level credit hours earned (or currently in progress) in the discipline (e.g. Biology) related to the CEP Course subject(s) listed above. There is no need to list other earned graduate credits (e.g. Education courses).

Title of Course	# of credits	Course #	Academic Term (e.g. Spring 2017)	Institution Conferring Credits

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### Planned Future Coursework

Indicate all graduate-level credits in the discipline related to the CEP Course subject(s) that you anticipate earning between now & September of 2022. There is no need to list other anticipated graduate credits. **PLEASE NOTE** that applicable graduate courses must cover disciplinary content; teaching methods courses are generally **not** considered content-based courses.\*

Title of Course	# of credits	Course #	Academic Term (e.g. Spring 2017)	Institution Conferring Credits

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*(if submitting electronically, simply type your name above)*

### Academic Transcripts

Please provide, along with this sheet, a current unofficial copy of the instructor's graduate transcript(s).

If Washburn University already has up-to-date transcripts for this instructor, there is no need to send these again.

\* For example, the HLC would consider a graduate-level Math course in *Statistics* to be applicable to teaching College Algebra, but would not accept a graduate course in *Mathematics Teaching Methods* towards qualifications