

Liberal Arts/General Education Faculty

- Master’s degree or higher in the discipline or a closely related field
- Master’s degree in another field with at least 18 graduate semester hours in the discipline will be deemed qualified.
- In selected instances, a combination of academic credentials and tested experience or other specified equivalent experience will be used to determine if liberal arts/transfer course faculty are qualified in their teaching area. Faculty with a bachelor’s degree in their discipline, an advanced degree and meeting one or more **determining factors other than credentials**, will also be deemed qualified.

Career and Technical Education (CTE) Faculty

CTE faculty should hold an associate’s degree in the field and/or a combination of education and work experience however, faculty with no degree can meet this requirement through a combination of an appropriate academic award and work experience.

Not sure if you will meet these requirements:

1. Fill out the **Instructor Inquiry Form** [here](#)
2. Attach an updated resume (this should explain your experiences/education related to the content you want to teach for dual credit).
3. Attach all unofficial transcripts.
4. The academic department will do a preliminary review, and Stacy Jordet, Dual Credit Manager, will let you know the decision or recommendation.

NOTE: If you do not qualify, we will provide recommendations to get qualified (this would be an HLC Faculty Qualifications Plan). You would be eligible to teach right away pending we get you started on your plan.

The Dual Credit department works with the instructor on creating an HLC Faculty Qualifications Plan based on recommendations from the academic department on what needs to happen to get qualified. ***There is an option for getting reimbursed for successful completion of the graduate level courses that are on the HLC Faculty Qualifications plan.***

If you have further questions about the process, please contact Stacy Jordet at 701-671-2406 or stacy.jordet@ndscs.edu.