

Dear New Adjunct,

Welcome to CAPP! This is a notice regarding Higher Learning Commission (HLC) requirements that affect you as a concurrent enrollment instructor. The Higher Learning Commission is an accrediting body that serves a large Midwest region, including the state of Wisconsin. It sets the requirements for the credentials a college instructor must have.

Concurrent enrollment instructors (that's you) have until September of 2023 to fully meet HLC requirements, otherwise you cannot continue teaching your CAPP class/es for college credit. The requirements are as follows (meet 1 out of the 3 to be qualified):

- 1) You must hold a Master's degree (or higher) in the area that you are teaching for college credit, or in Education with an emphasis in the area you are teaching. For example, holding a Master's degree in English meets the requirements to teach English, and holding a Master's degree in Math Education meets the requirements to teach Math.
- 2) You must hold a Master's degree (or higher) that is not in the area you are teaching for college credit, AND hold at least 18 graduate credits in the subject area you are teaching. For example, holding a Master's degree in Educational Technology and an additional 18 graduate credits in Political Science may meet the requirements to teach Political Science. The Department will determine which credits count toward compliance.
- 3) You may submit a dossier (depending on your department) that summarizes your professional experience related to the area you are teaching for college credit. The academic department may then determine that you have tested experience that is equivalent to options 1 or 2 or toward a specific number of graduate credits toward compliance. For example, holding a Master's degree in Teaching and Learning, but also submitting your experience with leadership of study abroad, professional translation experience, AP workshops and leadership, and conference presentations related to Spanish may be evaluated equivalent to meeting the requirements to teach Spanish.

NEWERA's Graduate Credit Quest Program (<https://www.neweraonline.org/graduate-credit-quest/>) is a database of graduate courses for Wisconsin concurrent enrollment adjuncts and instructors that need credits to reach HLC compliance. You may also take credits elsewhere, but the NEWERA graduate courses from UW Oshkosh and UW Green Bay are usually the most affordable!

Please contact your faculty liaison with questions regarding your HLC compliance status and course work that the Department may require you to complete.