



***Roane State***  
**COMMUNITY COLLEGE**

FACULTY  
QUALIFICATIONS MANUAL



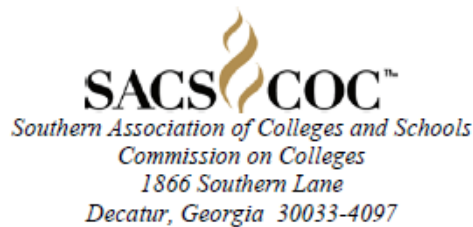
**Student Learning**  
**2021-2022**

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# **INTRODUCTION**

This manual is intended to guide the reader through the process of qualifying faculty members at Roane State Community College. Both full-time and part-time faculty members are required to meet the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC). This handbook outlines the minimum qualifications needed to teach courses in each discipline and program offered by RSCC.



## FACULTY CREDENTIALS

### - Guidelines -

Standard 6.2.a (*Faculty qualifications*) of the *Principles of Accreditation* reads as follows:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: 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).
- b. 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).
- c. 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.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

*Approved: College Delegate Assembly, December 2006  
Updated for Revised Principles: April 2018*

## **Roane State Community College**

**Policy Number: PA-27-01**

**Subject: Faculty Qualifications**

It is the policy of Roane State Community College to employ faculty whose qualifications comply with the policies and guidelines of the Tennessee Board of Regents (TBR) and the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

**Qualifications:** Faculty members must meet the college's requirements, as outlined in the Faculty Qualifications Manual, to teach in the academic disciplines. These requirements include those of applicable professional accrediting and/or approval agencies. The qualifications for teaching at RSCC are the same for full-time and part-time faculty, and the applicable qualifications to teach courses in the academic disciplines apply to all delivery modes.

Academic degrees presented for credentialing will generally be awarded from regionally accredited institutions. In the event that the faculty member is a graduate of an institution outside the United States, a further review of credentials will be conducted to ensure appropriate academic preparation.

**Certification of Qualifications:** Qualifications for all faculty must be certified by the appropriate academic dean prior to the teaching appointment and all employment must be conducted according to the screening and hiring procedures outlined in RSCC Policy PA-18-01. (Access the complete detailed RSCC Policy PA-18-01, Hiring and Recruiting, at [www.roanestate.edu/policies/](http://www.roanestate.edu/policies/).) Candidates graduating from foreign universities must supply appropriate qualifying credentials (or certified translation of those credentials) prior to employment.

Roane State's Faculty Qualifications Manual is the source for information regarding the criteria for teaching all courses at the collegiate level. A review of this manual is conducted annually by the Office of the Vice President for Student Learning.

If licensure or special certifications are required for the accreditation of an academic program, these credentials must be filed with the Office of Human Resources prior to employment. It is the responsibility of the faculty to ensure that such licensure or special certifications are renewed when required.

**Alternative Qualifications Review:** Under special circumstances, faculty members may be hired by exception. Exceptions to qualifications outlined in the Faculty Qualifications Manual may occur in two cases:

- 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 are covered by the documented training in the related discipline.

In these cases, qualifying documentation must be provided which may include academic transcripts, professional letters of support, documentation of professional experience, current certifications/licenses held, awards received or other pertinent items. After review of the qualifying documentation, the dean must forward a signed Alternative Qualifications Form with accompanying documentation to the Vice President for Student Learning for review and approval.

**Revision Date Effective:** 07/06/2009

**Revision Approval By:** Gary Goff, President

**Original Date Effective:** 02/15/1999

**Original Approval By:** Sherry L. Hoppe, President

**Office Responsible:** Vice President Student Learning

**Reviewed:** 06/20/2017

## ROANE STATE COMMUNITY COLLEGE FACULTY APPROVAL FORM

Applicant Name \_\_\_\_\_ Division \_\_\_\_\_ ID # \_\_\_\_\_

Applicant has the following qualifications in \_\_\_\_\_  
Instructional Subject Area/Discipline

<b>LOWER DIVISION COLLEGE TRANSFER</b>	<b>ASSOCIATE OF APPLIED SCIENCE PROGRAMS (Including non-transfer courses)</b>
<ul style="list-style-type: none"> <li><input type="radio"/> Doctorate degree in qualifying field as specified in the Faculty Qualifications Manual.</li> <li><input type="radio"/> Doctorate degree with 18 graduate credit hours in qualifying field as specified in the Faculty Qualifications Manual.</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Master's degree in qualifying field as specified in the Faculty Qualifications Manual.</li> <li><input type="radio"/> Master's degree in qualifying field and certifying credentials in a qualifying field as specified in the Faculty Qualifications Manual.</li> <li><input type="radio"/> Master's degree in any discipline and certifying credentials in a qualifying field as specified in the Faculty Qualifications Manual.</li> </ul>
<ul style="list-style-type: none"> <li><input type="radio"/> Master's degree in qualifying field as specified in the Faculty Qualifications Manual.</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Bachelor's degree in qualifying field as specified in the Faculty Qualifications Manual.</li> <li><input type="radio"/> Bachelor's degree in qualifying field and certifying credentials in a qualifying field as specified in the Faculty Qualifications Manual.</li> <li><input type="radio"/> Bachelor's degree in any discipline and certifying credentials in a qualifying field as specified in the Faculty Qualifications Manual.</li> </ul>
<ul style="list-style-type: none"> <li><input type="radio"/> Master's degree plus 18 graduate credit hours in qualifying field as specified in the Faculty Qualifications Manual.</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> AAS degree in a qualifying field and certifying credentials in a qualifying field as specified in the Faculty Qualifications Manual.</li> </ul>
<ul style="list-style-type: none"> <li><input type="radio"/> Demonstrated competency in qualifying field as specified in the Faculty Qualifications Manual. (Supportive documentation of alternative qualifications must be attached to this form.)</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Demonstrated competency and/or qualifications set by accrediting agency in the field as specified in the Faculty Qualifications Manual. (Supportive documentation of alternative qualifications must be attached to this form.)</li> </ul>

DEVELOPMENTAL EDUCATION	CERTIFICATE PROGRAMS
<ul style="list-style-type: none"> <li>○ Master's degree in qualifying field as specified in the Faculty Qualifications Manual.</li> </ul>	<ul style="list-style-type: none"> <li>○ AAS degree in any discipline and certifying credentials in a qualifying field or evidence of coursework, demonstrated work experience, and certifying credentials as specified in the Faculty Qualifications Manual.</li> </ul>
<ul style="list-style-type: none"> <li>○ Bachelor's degree in qualifying field as specified in the Faculty Qualifications Manual.</li> </ul>	<ul style="list-style-type: none"> <li>○ Demonstrated competency and/or qualifications set by accrediting agency in the field as specified in the Faculty Qualifications Manual. (Supportive documentation of alternative qualifications must be attached to this form).</li> </ul>
<ul style="list-style-type: none"> <li>○ Demonstrated competency in qualifying field as specified in the Faculty Qualifications Manual. (Supportive documentation of alternative qualifications must be attached to this form.)</li> </ul>	

Applicant has the qualifications to teach the following courses/discipline (s):

Disciplines(s) \_\_\_\_\_

Course Prefix/Number	Course Title	Cr. Hrs.



## Supportive Documentation of Qualifications

Applicant meets these qualifications through (fill in all that apply):

Specialized Coursework: List all that apply

Related work experience in the field:

Specialized certification: List all that apply

Other:

Approved by:

Division Dean: \_\_\_\_\_

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

VP of Student Learning: \_\_\_\_\_

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

# FOREIGN CREDENTIAL EVALUATION SERVICES AND HELPFUL WEBSITES

The National Association of Credential Evaluation Services (website: [www.naces.org](http://www.naces.org)) currently includes the following members:

## **A2Z Evaluations, LLC**

216 F Street #29

Davis, CA 95616

Phone: (530) 400-9266

Text: (530) 400-9266

email: <http://www.a2zevaluations.com/sendmailform/contactform.htm>

<http://www.a2zeval.com>

## **Academic Evaluation Services, Inc.**

8875 Hidden River Parkway, Suite 110

Tampa, FL 33637

Phone: (813) 374-2020

Fax: (813) 374-2023

email: [info@aes-edu.org](mailto:info@aes-edu.org)

<http://aes-edu.org>

## **Center for Applied Research, Evaluations, & Education, Inc.**

P.O. Box 18358

Anaheim, CA 92817

Phone: (714) 237-9272

Fax: (714) 237-9279

email: [info@iescaree.com](mailto:info@iescaree.com)

<http://www.iescaree.com>

## **e-ValReports**

Brad Spencer

e-ValReports

3213 W. Wheeler St., #287

Seattle, WA 98199

Phone: (206) 257-4249

e-mail: [brad@e-valreports.com](mailto:brad@e-valreports.com)

<http://www.e-valports.com>

## **Educational Credential Evaluators, Inc.**

101 W. Pleasant St., Suite 200

Milwaukee, WI 53203-3963

Phone: (414) 289-3400

Fax: (414) 289-3411

email: [eval@ece.org](mailto:eval@ece.org)

<https://www.ece.org>

**Educational Perspectives, nfp.**

P.O. Box A3462  
Chicago, IL 60690-3462  
Phone: (312) 421-9300  
Fax: (312) 421-9353  
email: [info@edperspective.org](mailto:info@edperspective.org)  
<http://www.edperspective.org>

**Educational Records Evaluation Service, Inc.**

2480 Hilborn Rd., Suite 106  
Fairfield, CA 94534  
Phone: (707) 759-2866  
email: [edu@eres.com](mailto:edu@eres.com)  
<http://www.eres.com>

**Evaluation Service, Inc.**

333 W. North Avenue, #284  
Chicago, IL 60610-1293  
Phone: (847) 477-8569  
Fax: (312) 587-3068  
Email: [info@evaluationservice.net](mailto:info@evaluationservice.net)  
<http://www.evaluationservice.net>

**Foreign Academic Credential Service, Inc.**

105 West Vandalia St., Suite 120  
Edwardsville, IL 62025  
Phone: (618) 656-5291  
Fax: (618) 656-5292  
Email: [FACS@aol.com](mailto:FACS@aol.com)  
<http://www.facsusa.com>

**Foundation for International Services, Inc.**

505 5<sup>th</sup> Avenue South, Suite 101  
Edmonds, WA 98020  
Phone: (425) 248-2255  
Fax: (425) 248-2262  
email: [info@fis-web.com](mailto:info@fis-web.com)  
<https://www.fis-web.com>

**Global Services Associates, Inc.**

409 North Pacific Coast Highway, #393  
Redondo Beach, CA 90277  
Phone: (310) 828-5709  
Fax: (310) 828-5709  
email: [info@globaleval.org](mailto:info@globaleval.org)  
<http://www.globaleval.org>

**International Academic Credential Evaluators, Inc.**

P.O. Box 2465  
Denton, TX 76202-2465  
Phone: (940) 383-7498  
Fax: (940) 382.4874  
email: [staff@iacei.net](mailto:staff@iacei.net)  
<http://www.iacei.net>

**International Consultants of Delaware, Inc.**

3600 Market Street, Suite 450  
Philadelphia, PA 19104-2651  
Phone: (215) 243-5858  
Email: [icd@icdeval.com](mailto:icd@icdeval.com)  
<http://icdeval.com>

**International Education Evaluations, Inc.**

7900 Matthews – Mint Hill Rd, Suite 300  
Charlotte, NC 28227  
Phone: 704-772-0109  
Email: [info@foreigntranscripts.com](mailto:info@foreigntranscripts.com)  
<https://www.foreigntranscripts.com>

**International Education Research Foundation, Inc.**

10736 Jefferson BLVD, #532  
Culver City, CA 90231-3665  
Phone: (310) 258-9451  
Fax: (310) 342-7086  
email: [info@ierf.org](mailto:info@ierf.org)  
<http://www.ierf.org>

**Josef Silny & Associates, Inc.**

**International Education Consultants**

7101 S.W. 102 Avenue  
Miami, FL 33173  
Phone: (305) 273-1616  
Fax: (305) 273-1338  
Email: [info@jsilny.com](mailto:info@jsilny.com)  
<http://www.jsilny.com>

**SpanTran Educational Services, Inc.**

2400 Augusta Drive, Suite 451  
Houston, TX 77057  
Phone: (713) 266-8805  
Fax: (713) 789-6022  
Email: <https://www.spantran.com/contact-us/>  
<http://www.spantran.com>

**Transcript Research**

9540 Garland Rd., Suite 381

Box 383

Dallas, TX 75218

Phone: (214) 810-1124

Fax: (888) 745-6756

Email: [info@transcriptresearch.com](mailto:info@transcriptresearch.com)

<http://transcriptresearch.com>

**World Education Services, Inc.**

P.O. Box 5087

Bowling Green Station

New York, NY 10274-5087

Phone: (800) 361-3106

Fax: (212) 739-6100

email: <http://wes.org/support/>

<http://www.wes.org>

## Faculty Qualifications by Subject Area

**Note:** \*Qualifications listed herein are intended to establish minimum faculty qualifications.  
No qualifications should be interpreted to exclude higher level degrees in the listed areas.

<b>Discipline Area</b>		
<b>Accounting</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
ACCT 1010, 1020	Master's degree in Accounting or Master's degree with 18 graduate semester hours in Accounting.	
<b>Non-Transfer</b>		
ACCT 1301, 2321, 2331, 2332, 2341, 2351, 2361, 2382	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields or Bachelor's degree in a qualifying field with two or more of the following: <ul style="list-style-type: none"> <li>• Documentation of professional certification (national, regional or state)</li> <li>• Documentation of professional employment</li> <li>• Documentation of teaching excellence</li> <li>• Documentation of research and publication</li> <li>• Documentation of relevant additional coursework beyond Bachelor's degree equivalent to 18 graduate semester hours or equivalent subject matter coursework, CEU's, military, vendor training, etc.</li> </ul>	Business, Business Administration, Accounting, Finance, Marketing, Management, Statistics, Business Math, Business Education, Economics, Sales

<b>Discipline Area</b>		
<b>Aerospace</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
AERO 1030	Bachelor's degree in a qualifying field and the Remote Pilot Certificate issued under the Federal Aviation Administration's Small Unmanned Aircraft Rule (Part 107).	Aeronautics, Aviation, Engineering, Mass Communications, Photography, or related field

<b>Discipline Area</b>		
<b>Agriculture</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
AGRI 1020	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Agriculture (incl. Agricultural Education and Agricultural Leadership), Zoology
AGRI 1030	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Agriculture (incl. Agricultural Education and Agricultural Leadership), Botany

AGRI 1050	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Agriculture (incl. Agricultural Education and Agricultural Leadership), Soil Science, Soil Microbiology, Crop Science, Agronomy
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<b>Discipline Area</b>		
<b>Allied Health</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
ALHS 1300	Associate degree and certifying credentials in health care related field or Bachelor's degree in a qualifying field.	Health care related field
ALHS 1211, 2310, 2311, 2312, 2313	Bachelor's degree and certifying credentials in a qualifying field or evidence of coursework and demonstrated work experience in a qualifying field.	Health care related field
ALHS 2315, 2316,	Bachelor's degree in health related field or related science.	Health care related field or Biological science.
ALHS 2317	Bachelor's degree in health related field or Bachelor's degree with evidence of coursework in health care finance.	Health care related field or health care administration/finance

<b>Discipline Area</b>		
<b>Anthropology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
ANTH 1130, 1230, 1430, 2150	Master's degree with 18 graduate semester hours in qualifying field	Anthropology

<b>Discipline Area</b>		
<b>Art History and Art Studio</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
ART 1035	Master's degree in a qualifying field; or Master's degree with 18 graduate semester hours in a qualifying field.	Art, Art Education, Art History
ART 1045, 1050	Master's degree in Art with history of drawing experience	
ART 2000, 2020,	Master's degree in Art or Art History or Master's degree plus 18 graduate semester hours in Art	
ART 2030, 2500	Master's degree in Art or Art History or Master's degree plus 18 graduate semester hours in Art	
ART 1110, 1120, 1610, 1620, 1810, 1820, 1830, 1840	Master's degree in Art	
ART 1200	Master's degree in Art with evidence of drawing experience	

ART 1130, 1140	Master's degree in Art with evidence of painting experience	
ART 1310, 1320, 1330, 1340, 1350, 1360	Master's degree in Art with evidence of professional photographic experience	
ART 1410	Master's degree in Art, preferably with commercial art experience	
ART 1420, 1430, 1440, 1450	Master's degree in Art and knowledge of basic computer art programs used in course	
ART 1510, 1520, 1530, 1540	Master's degree in Art with evidence of ceramics experience	
ART 1650, 1660, 1670	Master's degree in Art with evidence of video art experience	
ART 2050, 2060	Master's degree in Art with evidence of web graphics experience	
ART 2070, 2080, 2090	Master's degree in Art with evidence of animation experience	
ART 2110, 2120	Master's degree in Art with evidence of watercolor experience	

<b>Discipline Area</b>		
<b>Astronomy</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
ASTR 1010, 1020	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields with evidence of demonstrated work experience in Astronomy	Physics, Astronomy

<b>Discipline Area</b>		
<b>Biology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
BIOL Labs: 1110, 1120, 2010, 2020, 2230, 2510, 2520, 2530	Bachelor's degree in a Science discipline	
BIOL 1110, 1120,	Master's degree in a Biological science or DVM, MD, DDS, DO or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Anatomy & Physiology, Biochemistry, Biology, Microbiology, Physiology Zoology
BIOL 2010, 2020	Master's degree with a combination of 18 graduate semester hours in relevant coursework, as defined in current HAPS (Human Anatomy and Physiology Society) standards for qualifications of faculty or DVM, MD, DDS, DO, DC	
BIOL 1510	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Environmental Science, Biological Science, Health Physics, Industrial Hygiene



BIOL 2110	Master's degree in a qualifying field or Master's degree with 18 graduate hours in any combination of the qualifying fields	Biological Science Botany, Ecology, and Environmental Science
BIOL 2120	Master's degree in Biology	
BIOL 2230	Master's degree in a Biological science with relevant coursework related to microbiology or DVM, MD, DDS, DO with relevant coursework related to microbiology (e.g., microbiology, cytology, virology, mycology, etc.)	Anatomy & Physiology Biochemistry, Botany, Biology, Ecology, Evolutionary Biology, Microbiology, Physiology, Zoology
BIOL 2530	Master's degree in a qualifying field or Master's degree with 18 graduate hours in any combination of the qualifying fields	Botany, Ecology and Zoology
BIOL 2300, 2400, 2600	Master's degree in a Biological science or DVM, MD, DDS, DO or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Anatomy & Physiology, Biochemistry, Biology, Microbiology, Physiology Zoology

Discipline Area		Business
Course Prefix	Minimum Requirements	Qualifying Field
<b>Non-Transfer</b>		
BUSN 1110, 1125, 1126, 1127, 1300, 1305, 1310, 1315, 1320, 1326, 1330, 1350, 1360, 1362, 1370, 1380, 1390, 1391, 1392, 2300, 2340, 2350, 2362, 2365, 2370, 2380, 2385, 2390, 2392, 2399	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields or Bachelor's degree in a qualifying field with two or more of the following: <ul style="list-style-type: none"> <li>• Documentation of professional certification (national, regional or state)</li> <li>• Documentation of professional employment</li> <li>• Documentation of teaching excellence</li> <li>• Documentation of research and publication</li> <li>• Documentation of relevant additional coursework beyond Bachelor's degree equivalent to 18 graduate semester hours or equivalent subject matter coursework, CEU's, military, vendor training, etc.</li> </ul>	Business, Business Administration, Accounting, Finance, Financial Services, Marketing, Management, Statistics, Business Math, Business Education, Economics, Sales

Discipline Area		Cardiovascular Technology
Course Prefix	Minimum Requirements	Qualifying Field
<b>Non-Transfer</b>		
CIT 101, 110, 120, 150	Certifying credentials in Radiologic Technology	Radiologic Technology or related field.

<b>Discipline Area</b>		
<b>Chemistry</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
CHEM Labs: 1010, 1020, 1110, 1120, 2010, 2020	Bachelor's degree in a science discipline	
CHEM 1010, 1020, 1110, 1120	Master's degree in Chemistry or a Master's degree with 18 graduate semester hours in Chemistry	
CHEM 2010, 2020	Master's degree in Chemistry with Graduate coursework in Organic Chemistry	
<b>Non-Transfer</b>		
CHEM 1000	Bachelor's degree in a science discipline	

<b>Discipline Area</b>		
<b>Chemical Engineering Technology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
CHET 1300, 1320, 1350, 1410, 2190, 2310, 2320	Bachelor's degree or higher in a qualifying field or Associate degree in a qualifying field plus four years professional experience	Chemical Engineering (including sub-disciplines and interdisciplinary specialties, such as Process Engineering, ceramics engineering, plastics engineering, polymer engineering, or petroleum engineering)  Engineering Technology in the previously noted disciplines

<b>Discipline Area</b>		
<b>Computer Science Programming</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
CISP 1010, 1020	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Computer Science, Computer Engineering, Electrical Engineering, Information Technology,

<b>Discipline Area</b>		
<b>Computer Information Technology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
CITC 1300, 1301, 1302, 1303, 1310, 1311, 1312, 1318, 1321, 1333, 1351, 2326, 2328, 2344, 2352, 2353, 2399, WEBT 2300	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Computer Science, Computer Engineering, Electrical Engineering, Information Technology,

<b>Discipline Area</b>		
<b>College Learning Strategies</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
COLS 1010	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields, or Master's degree with documentation of teaching excellence, research, or publication in the area of teaching and learning.	Education, Psychology, Educational Psychology, Counseling, any graduate level humanities or social science area

<b>Discipline Area</b>		
<b>Composite Materials</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
CMAT 1010, 1020, 1030		

<b>Discipline Area</b>		
<b>Communications</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
COMM 2025	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in a qualifying field	Communications, Oratory, Speech

<b>Discipline Area</b>		
<b>Cooperative Education</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
COE 101, 102, 201	<p>Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields or Bachelor's degree in a qualifying field with two or more of the following:</p> <ul style="list-style-type: none"> <li>• Documentation of professional certification (national, regional or state)</li> <li>• Documentation of professional employment</li> <li>• Documentation of teaching excellence</li> </ul>	Business, Business Administration, Accounting, Finance, Law, Marketing, Management, Statistics, Business Math, Business Education, Economics, Sales

<b>Discipline Area</b>		
<b>Criminal Justice</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
CRMJ 1010, 1020, 2010, 2020,	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields, or a Juris Doctorate.	Criminal Justice or Criminology, Administration of Justice, Public Safety, Law Enforcement, Police Science, Police Administration,

<b>Non-Transfer</b>		
CRMJ 1311, 1330, 1340, 1355, 2311, 2381, 2396, 2397	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields, or a Juris Doctorate.	Criminal Justice or Criminology, Administration of Justice, Public Safety, Law Enforcement, Police Science, Police Administration.

<b>Discipline Area</b>	<b>Computed Tomography</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
CTR 110, 112	Certifying credentials in Radiologic Technology	Radiologic Technology or related field

<b>Discipline Area</b>	<b>Dental Hygiene</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
DHYG 101, 111, 112, 121, 132, 133, 141, 161, 171, 201, 211, 212, 221, 222, 240, 242, 251	Bachelor's degree and certifying credentials in a qualifying field	General Dentistry, Dental Hygiene

<b>Discipline Area</b>	<b>Early Childhood Education</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
ECED 1310, 2340, 2360	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any of the qualifying fields	Early Childhood Education, Child Development, Child & Family Studies, Family & Community Services and Family & Consumer Sciences
<b>Non-Transfer</b>		
ECED 2186, 2286, 2300, 2310, 2312, 2315, 2320, 2335, 2365, 2370, 2375, 2380, 2385, 2386, 2390	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields or Bachelor's degree in a qualifying field with two of the following: <ul style="list-style-type: none"> <li>Professional certifications</li> <li>Two years professional employment</li> <li>Teaching excellence awards</li> <li>Research or publications</li> <li>Relevant additional coursework beyond Bachelor's degree</li> </ul>	Early Childhood Education, Child Development, Child & Family Studies, Family & Community Services and Family & Consumer Sciences

<b>Discipline Area</b>	<b>Economics</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
ECON 2100, 2200	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in a qualifying field	Economics

Discipline Area		Education
Course Prefix	Minimum Requirements	Qualifying Field
<b>Transfer</b>		
EDU 101,111, 210, 211, 223, 231	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Education, Educational Administration & Supervision, Curriculum & Instruction, Instructional Leadership, Teacher Education
<b>Non-Transfer</b>		
EDU 2310	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Education, Educational Administration & Supervision, Curriculum & Instruction, Instructional Leadership, Teacher Education

Discipline Area		Environmental Health Technology
Course Prefix	Minimum Requirements	Qualifying Field
<b>Non-Transfer</b>		
EHTC 1300, 1301, 2140, 2240, 2301, 2310, 2311, 2315, 2320, 2340, 2420	Master's degree in a qualifying field or Master's degree in with 18 graduate semester hours in any combination of the qualifying fields or Bachelor's degree in a qualifying field with two of the following: <ul style="list-style-type: none"> <li>Professional certifications</li> <li>Two years professional employment</li> <li>Teaching excellence awards</li> <li>Research or publications</li> <li>Relevant additional coursework beyond Bachelor's degree</li> </ul>	Environmental Health, Environmental Science, Public Health, Safety, Industrial Hygiene, Health Physics, Biology, Chemistry, Physics, Engineering

Discipline Area		Emergency Medical Responder
Course Prefix	Minimum Requirements	Qualifying Fields
<b>Non-Transfer (Certificate)</b>		
EMR 1000	Certifying credentials in EMT (EMT-Paramedic and Instructor-Coordinator designation) and coursework in a qualifying field	EMT-Paramedic, Nursing, or related qualifying healthcare field

Discipline Area		Emergency Medical Technology (Advanced)
Course Prefix	Minimum Requirements	Qualifying Fields
<b>Non-Transfer (Certificate)</b>		
EMSA 1111, 1112, 1201, 1202, 1501, 1502	Certifying credentials in EMT (EMT-Paramedic and Instructor-Coordinator designation) and coursework in a qualifying field	EMT-Paramedic, Nursing, or related qualifying healthcare field

<b>Discipline Area</b>		
<b>Emergency Medical Technology (Basic)</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
<b>Non-Transfer (Certificate)</b>		
EMSB 1101, 1102, 1111 1112, 1601, 1602	Certifying credentials in EMT (EMT-Paramedic and Instructor-Coordinator designation) and coursework in a qualifying field	EMT-Paramedic, Nursing, or related qualifying healthcare field

<b>Discipline Area</b>		
<b>Emergency Medical Services (Paramedic)</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer (Certificate)</b>		
EMSP 1311, 1401, 1801, 2303, 2402, 2403, 2412, 2513, 2802	Certifying credentials in EMT (EMT-Paramedic and Instructor-Coordinator designation) and coursework in a qualifying field	EMT-Paramedic, Nursing, or related qualifying healthcare field

<b>Discipline Area</b>		
<b>English - Developmental Studies Writing</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
ENGL 0510	Bachelor's degree in a qualifying field	Education, English, English Education, Literature, Technical Writing

<b>Discipline Area</b>		
<b>English</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
ENGL 1010, 1020	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Creative Writing, English, Letters, Literature
ENGL 2110, 2120	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Creative Writing, English, Literature, American Literature
ENGL 2210, 2220	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Creative Writing, English, Literature, British Literature, English Literature
ENGL 2310, 2320	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Creative Writing, English, Literature, European Literature, Western Literature, World Literature
ENGL 2520, 2530	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Creative Writing, English, Literature

<b>Discipline Area</b>		
<b>Engineering</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
ENGR 2110, 2120, 2130	Master's degree in a qualifying field	Engineering or Physics

<b>Engineering Systems Technology</b>		
<b>Discipline Area</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
ENST 1300	Bachelor's or higher degree in qualifying discipline or Associate degree in a qualifying field plus four years professional experience	Chemical Engineering (including sub-disciplines and interdisciplinary specialties, such as process engineering, ceramics engineering, plastics engineering, polymer engineering, or petroleum engineering). Engineering Technology in the previously noted disciplines.
ENST 1311	Bachelor's or higher degree in qualifying discipline or Bachelor's degree in any discipline in conjunction with appropriate Solidworks certification.	Engineering, Engineering Technology
ENST 1350	Bachelor's or higher degree in any field and current certification as Authorized General Industry Trainer, as specified by OSHA. (Supportive documentation: current Authorized General Industry Trainer Card)	
ENST 1353, 1354, 1362	Bachelor's or higher degree in qualifying discipline or Associate degree in qualifying discipline plus four years of relevant professional experience	Chemical Engineering, Mechanical Engineering (including relevant sub-disciplines)  Engineering Technology in the previously noted disciplines

<b>Financial Services</b>		
<b>Discipline Area</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
FNCE 1310, 1320, 1330, 2310	Master's degree in Business with graduate coursework in Finance.	Finance
FNCE 2320	Master's degree in Business with graduate coursework in Finance and certifications in Insurance.	

<b>French</b>		
<b>Discipline Area</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
FREN 1010, 1020, 2010, 2020	Master's degree in French or a Master's degree with 18 graduate semester hours in French	

<b>Geography</b>		
<b>Discipline Area</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
GEOG 2010	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Geography or Geosciences

<b>Discipline Area</b>		
<b>Geology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
GEOL1040, 1050	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Geology, Geosciences, Earth Science
GEOL Labs: 1040, 1050	Bachelor's degree in a qualifying field	Geology, Geosciences, Earth Science

<b>Discipline Area</b>		
<b>German</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
GERM 1010, 1020, 2010, 2020	Master's degree in German or a Master's degree with 18 graduate semester hours in German	

<b>Discipline Area</b>		
<b>Geographic Information Systems</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
GIS 101, 105, 110, 210, 211, 220, 230, 251, 260, 290	Bachelor's degree in a qualifying field or Bachelor's degree with two of the following: <ul style="list-style-type: none"> <li>• GIS Associate's degree or Technical certificate</li> <li>• Two years full-time teaching</li> <li>• Research or publications</li> <li>• Relevant additional coursework beyond Bachelor's degree</li> </ul>	Geographic Information Systems, Geography, Geology, Forestry, Earth Science, Environmental Sciences, Geosciences, Urban Studies, Engineering, Planning, Agriculture

<b>Discipline Area</b>		
<b>Health</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
HEA 131, 201, 224, 225, 227, 241	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Home Economics, Health, Nutrition, Physical Education, Public Health, Wellness
HEA 221	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields with appropriate CPR and First Aid certification	Home Economics, Health, Nutrition, Physical Education, Public Health, Wellness



<b>Discipline Area</b>		
<b>Health Information Management Technology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
HIMT 1201, 1301, 1302, 1303, 1305, 1400, 1401, 2110, 2205, 2208, 2209, 2210, 2211, 2212, 2301, 2302, 2303, 2304, 2305, 2307, 2309, 2310	Associate degree in a qualifying field and certifying credentials in Health Information Technology/Medical Records	Health Information Technology/Medical Records or other healthcare field
HIMT 1300	Associate degree in a qualifying field and certifying credentials in a health care related field	Health care related field

<b>Discipline Area</b>		
<b>History</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
HIST 2010, 2020, 2030, 2210, 2220, 2310, 2320	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	History, Civilization, American Studies, History Education

<b>Discipline Area</b>		
<b>Humanities</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
HUM 1010	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Art, English, Literature, Philosophy, Music, Theatre, Religion, Foreign Language(s), Humanities, Dramatic Arts
<b>Non-Transfer</b>		
HUM 261	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Art, English, Literature, Philosophy, Music, Theatre, Religion, Foreign Language(s), Humanities, Dramatic Arts

<b>Discipline Area</b>		
<b>Information Systems</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
INFS 1010	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields or Bachelor's degree in a qualifying field with two of the following: <ul style="list-style-type: none"> <li>Professional certifications</li> <li>Two years professional employment</li> <li>Teaching excellence awards</li> <li>Research or publications</li> <li>Relevant additional coursework beyond Bachelor's degree</li> </ul>	Computer Science, Computer Engineering, Electrical Engineering, Information Technology, Instructional Computing, Instructional Technology

<b>Discipline Area</b>	<b>International Studies</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
INTL 1010	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology

<b>Discipline Area</b>	<b>Legal Assistant/Paralegal</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
LEGL 1300, 1305, 1320, 1330, 1340, 1350, 1360, 1370, 2315, 2340, 2380, 2390	Juris Doctorate degree	Law
LEGL 1315	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in the qualifying fields	Law, Business, Computer Science

<b>Discipline Area</b>	<b>Mammography</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
MAM 110, 115	Certifying credentials in Radiologic Technology	Radiologic Technology or related field

<b>Discipline Area</b>	<b>Management</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Course Prefix</b>
<b>Non-Transfer</b>		
MGT 200, 201, 203, 205, 206, 207, 208, 209, 210, 211, 215, 221, 225	<p>Master's degree in a qualifying field or Master's degree in with 18 graduate semester hours in any combination of the qualifying fields or Bachelor's degree in a qualifying field with two or more of the following:</p> <ul style="list-style-type: none"> <li>• Documentation of professional certification (national, regional or state)</li> <li>• Documentation of professional employment</li> <li>• Documentation of teaching excellence</li> <li>• Documentation of research and publication</li> <li>• Documentation of relevant additional coursework beyond Bachelor's degree equivalent to 18 graduate semester hours or equivalent subject matter coursework, CEU's, military, vendor training, etc.</li> </ul>	Business, Business Administration, Accounting, Economics, Finance, Marketing, Management, Sales

<b>Discipline Area</b>	<b>Massage Therapy</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer (Certificate)</b>		
MASS 1101, 1102, 1201, 1205, 1301, 1302, 1303, 1304, 1305, 1402, 1405	Associate degree and certifying credentials in Massage Therapy or evidence of coursework, demonstrated healthcare work experience, and certifying credentials in Massage Therapy.	Massage Therapy or related field
MASS 1401, 1601	Bachelor's degree in a related science.	Biological Science, Kinesiology, Exercise Science.

<b>Discipline Area</b>	<b>Math – Developmental Studies</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
MATH 0530, 0900, 1000	Bachelor's degree in a qualifying field	Engineering, Physics, Chemistry, Math, Education

<b>Discipline Area</b>	<b>Mathematics</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
MATH 1010	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Mathematics, Statistics, Engineering, Physics, Math Education
MATH 1130, 1410, 1420, 1530, 1720, 1730, 2050	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Mathematics, Statistics
MATH 1630	Master's degree in Mathematics with coursework in Matrix/Linear Algebra or Master's degree with 18 graduate semester hours in qualifying fields and including coursework in Matrix/Linear Algebra	Mathematics, Statistics
MATH 1830	Master's degree in Mathematics with coursework including Analysis and/or Advanced Calculus or Master's degree with 18 graduate semester hours in qualifying fields and including coursework in Analysis and/or Advanced Calculus	Mathematics, Statistics
MATH 1910, 1920, 2110	Master's degree in Mathematics with coursework including Analysis, Differential Equations or Advanced Calculus or Master's degree with 18 graduate semester hours in qualifying fields and including coursework in Analysis, Differential Equations or Advanced Calculus	Mathematics, Statistics

MATH 2000, 2010	Master's degree in Mathematics with coursework in Matrix/Linear Algebra or Master's degree with 18 graduate semester hours in qualifying fields and including coursework in Matrix/Linear Algebra	Mathematics, Statistics
MATH 2120	Master's degree in Mathematics with coursework in Analysis, Differential Equations or Advanced Calculus or Master's degree with 18 graduate semester hours in qualifying fields and including coursework in Analysis, Differential Equations, or Advanced Calculus	Mathematics, Statistics
MATH 2100	Master's degree in Mathematics with coursework in Set Theory and Logic, Abstract Algebra, and Matrix Algebra	

<b>Discipline Area</b>		
<b>Mass Communications</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
MCOM 1010, 1020	Master's degree in qualifying field or a Master's degree with 18 graduate semester hours in qualifying field.	Communications, Journalism, Media Studies
MCOM 1030, 1110	Master's degree in qualifying field or a Master's degree with 18 graduate semester hours in qualifying field.	Communications, Journalism, Media Studies
MCOM 2060, 2070, 2100, 2110	Master's degree in qualifying field or a Master's degree with 18 graduate semester hours in qualifying field.	Communications, Video Production, Electronic Media Production, Digital Communication and Media/Multimedia, Instructional Media Design, Instructional Technology

<b>Discipline Area</b>		
<b>Math Science Seminar</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
MSC 261, 262	Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Biology, Physics, Engineering, Geology, Chemistry and/or Mathematics.

<b>Discipline Area</b>		
<b>Mechatronics</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
MECH 1310, 1320, 1330, 1340, 2320 Lab Components	Bachelor's degree in qualifying discipline; or Bachelor's degree in any discipline with CTE license or A.A.S. degree with appropriate Siemens certification	See below
MECH 1195, 1310, 1320, 1330,	Bachelor's or higher degree in a qualifying field or Bachelor's or higher degree in any	ring field such as: Aerospace,

1340, 1342, 1350, 1351, 1380, 1390, 1490, 2195, 2320, 2350, 2425, 2440, 2441, 2480, 2490	discipline and certifying credentials: 30 undergraduate hours or 18 graduate hours of coursework in a qualifying field or Bachelor's or higher degree with relevant supplemental experiential experience:  Two years professional employment or Research or publications or Appropriate Siemens Mechatronics Certification or A.A.S. in a qualifying discipline and four years of relevant professional employment	Mechatronics/Industrial Automation or equivalent field
	; in plastics manufacturing  Associate degree in the qualifying field and demonstrated competency, through a combination of work experience, training and formal education, commensurate with learning objectives of the course.	

<b>Discipline Area</b> <b>Medical Informatics</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
<b>Non-Transfer (Certificate)</b>		
MEDI 1201	Associate degree in a qualifying field and certifying credentials in Health Information Management/Medical Records or Bachelor's degree or higher in Health Informatics	Health/Medical Informatics

<b>Discipline Area</b> <b>Medical Laboratory Technology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Fields</b>
<b>Non-Transfer (Certificate)</b>		
MLAB1301,1310, 2130,2201, 2202, 2301, 2310, 2401, 2402, 2403, 2420	Associate degree or above in Medical Laboratory Technology and active Tennessee license	Medical Laboratory Technology

<b>Discipline Area</b> <b>Music</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
MUS 010, 020, 116, 117, 121, 132	Master's degree in Music with evidence of one or more of the following: performance coursework or evidence of professional experience or teaching experience in music	

MUS 1030, 131, 140, 200, 230, 231, 240	Master's degree in a qualifying field; or Master's degree with 18 graduate semester hours in a qualifying field	Music, Music Education
MUS 101, 102, 112, 113, 114, 118, 119, 126, 150, 190, 191, 290, 291	Master's degree in Music with evidence of one or more of the following: performance coursework or evidence of professional experience or teaching experience in the instrument	
MUS 1027, 105, 106, 1127, 180, 181, 280, 281	Master's degree in Music with evidence of performance coursework or evidence of professional experience or teaching experience in the instrument	
MUS 108, 170, 171, 270, 271,	Master's degree in Music with evidence of performance coursework or evidence of professional experience or teaching experience in the instrument	
MUS 1057, 1155, 2055, 2155	Master's degree in Music with graduate coursework in Music Theory	
MUS 1058, 1156, 2056, 2156	Master's degree in Music with graduate coursework in Ear Training	
MUS 115, 116, 160	Master's degree in a qualifying field with 18 graduate semester hours in any combination of Private Instrumental Lessons, Instrumental Techniques, Instrumental Pedagogy, Conducting, Concert Band or Instrumental Ensembles	Music, Music Education
MUS 117	Master's degree in a qualifying field with 18 graduate semester hours in any combination of Jazz Theory, Jazz Performance, Jazz Private Lessons, Jazz Ensemble, Jazz Pedagogy, Jazz History, Jazz Arranging, Improvisation or Conducting	Music, Music Education
MUS 182, 183, 192, 193, 194, 195, 196, 197, 198, 199, 282, 283, 292, 293, 294, 295, 296, 297, 298, 299	Master's degree in Music with evidence of one or more of the following: performance coursework or evidence of professional experience or teaching experience in the applicable instrument	
MUS 213, 214, 260	Master's degree in Music with 18 graduate semester hours in any combination of Digital Music, Music Software Specialization, Sequencing, MIDI, Composition, Songwriting, Recording Techniques, Instrumentation, Orchestration, Electronic Music, Sound Synthesis, Music Engineering, 20 <sup>th</sup> Century Music History or 20 <sup>th</sup> Century Music Theory	
MUS 250, 260	Master's degree in a qualifying field with evidence of either Choral Conducting coursework or Choral Conducting experience	Music, Music Education

<b>Discipline Area</b>		
<b>Nursing</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
NRSNG 291, 1100, 1140, 1141, 1241, 1320, 1330, 1340, 1360, 1620, 1710, 2240, 2630, 2640	Master's degree in Nursing. Active Tennessee RN license. Educational specialization and/or experience in area of teaching assignment.	Registered Nurse
NRSNG Clinicals	Bachelor's degree in Nursing and sufficient clinical experience in area of teaching assignment. Active Tennessee RN license and CPR for Healthcare Provider certification. Specific hospital requirements such as clinical background check and urine drug screen, tuberculosis evaluation, flu vaccine and code of conduct if requested.	Registered Nurse

<b>Discipline Area</b>		
<b>Occupational Therapy Assistant</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
OTAP 1110, 1210, 1220, 1240, 1320, 1340, 1510, 1520, 2110, 2220, 2510, 2520, 2610, 2620	Associate degree in a qualifying field and certifying credentials in Occupational Therapy	Occupational Therapist, Occupational Therapy Assistant, or related healthcare field

<b>Discipline Area</b>		
<b>Pharmacy Technology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer (Certificate)</b>		
PHRX 1010, 1020, 1030, 1050, 1230, 2000, 2010, 2030, 2100, 2110	Associate degree in any discipline and certifying credentials in Pharmacy Technician	Pharmacy, Pharmacy Technology

<b>Discipline Area</b>		
<b>Philosophy</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
PHIL 1030, 1040, 111, 231, 2640	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Ethics, Logic, Philosophy
PHIL 2200	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Ethics, Logic, Religious Studies, Philosophy
<b>Non-Transfer</b>		
PHIL 130	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Ethics, Logic, Religious Studies, Philosophy

<b>Physical Education</b>		
<b>Discipline Area</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
PHED 1380, 1390, 1400, 1410, 1420, 1750	Master's degree in a qualifying field or a Master's degree with 18 graduate hours in any combination of the qualifying fields	Physical Education, Recreation, Health, Wellness, Fitness, Public Health, Exercise Science Athletic Training or Kinesiology
PHED 1510, 2310	Master's degree in a qualifying field or a Master's degree with 18 graduate hours in any combination of the qualifying fields	Forestry
PHED 1090, 1100, 1120, 1150, 1170, 1190, 1210, 1220, 1230, 1300, 1340, 1350, 1450, 1550, 1560, 1800, 2030, 2040, 2050, 2060, 2090, 2100, 2120, 2510	Master's degree in a qualifying field or a Master's degree with 18 graduate hours in any combination of the qualifying fields or a Bachelor's degree and five years of experience in individual/group sports activities to include a minimum of 2 years in an instructional capacity and/or appropriate Certifications for the activity.	Physical Education, Recreation, Health, Wellness, Fitness, Public Health, Exercise Science or Athletic Training

<b>Physical Science</b>		
<b>Discipline Area</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
PSCI 1030	Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Biology, Physics, Engineering, Geology, Chemistry and/or Mathematics.

<b>Physical Therapist Assistant</b>		
<b>Discipline Area</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
PTAT 2170, 2190, 2191, 2200, 2280, 2370, 2410, 2440, 2460, 2493, 2494, 2510, 2520, 2530	Bachelor's degree or Associate's degree in a qualifying field and certifying credentials in Physical Therapy and 3 years clinical experience or equivalent.	Physical Therapist, Physical Therapist Assistant, or related qualifying field

<b>Physics</b>		
<b>Discipline Area</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
PHYS LABS 1010, 2010, 2020, 2110, 2120	Bachelor's degree in a qualifying field	Physics, Engineering
PHYS 1010, 2010, 2020, 2110, 2120	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Physics, Engineering



<b>Discipline Area</b>		
<b>Political Science</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
POLS 1030, 2025, 2140	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields or a Juris Doctorate degree	Political Science, Public Administration, Law, Urban Studies, Urban Education, Community Affairs
POLS 1010, 2050	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Political Science, Public Administration, Urban Studies, Urban Education, Community Affairs

<b>Discipline Area</b>		
<b>Polysomnography</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer (Certificate)</b>		
PSG 101, 104, 111, 116, 120, 125	Associate degree and certifying credentials in a qualifying field or evidence of coursework, demonstrated work experience and certifying credentials in a qualifying field	Polysomnography, Respiratory Therapy or related qualifying field
PSG 107	Associate degree and certifying credentials in a qualifying field or evidence of coursework, demonstrated work experience and certifying credentials in a qualifying field	Polysomnography, Respiratory Therapy, Nursing, or related qualifying field

<b>Discipline Area</b>		
<b>Psychology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
PSYC 1030, 2110, 2120, 2130, 2210, 2230	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in a qualifying field.	Psychology, Clinical Psychology

<b>Discipline Area</b>		
<b>Radiologic Technology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
RADT 1200, 1210, 1215, 1220, 1235, 1250, 1260, 1270, 1330, 1340, 1380, 1385, 1390, 2115, 2145, 2210, 2250, 2260, 2295, 2330, 2335, 2370, 2380, 2385	Associate degree in a qualifying field and certifying credentials in Radiologic Technology	Radiologic Technology or related qualifying field

<b>Discipline Area</b>		
<b>Reading – Developmental Studies</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
READ 0562	Bachelor's degree in a qualifying field	English, Reading or Education

<b>Discipline Area</b>		
<b>Respiratory Care/ Respiratory Therapy</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
RESP 1220	Bachelor's degree in Biology or an Associate degree in a qualifying field and certifying credentials in Respiratory /care	Anatomy & Physiology, Advanced level Respiratory Care/Therapy or related general biological science or healthcare field
RESP 1225, 1310, 1320, 1410, 1420, 2120, 2230, 2320, 2330, 2341, 2370, 2440, 2457, 2460,	Associate degree in a qualifying field and certifying credentials in Respiratory Care	Respiratory Care/Therapy or related healthcare field
RESP 2310	Associate degree in a qualifying field and certifying credentials in American Heart Association (AHA) Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) Instructor	EMT-Paramedic, Nursing or related qualifying healthcare field

<b>Discipline Area</b>		
<b>Service Learning</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
SERV 1010, 1020	Bachelor's degree in any discipline	Any academic area

<b>Discipline Area</b>		
<b>Social Science Seminar</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
SSC 210, 211, 212	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Sociology, Anthropology, History, Law, Political Science, Psychology, Counseling, Economics, Geography, Urban Studies, Public Health or related qualifying field

<b>Discipline Area</b>		
<b>Social Work</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
SWRK 2010	Master's degree in a qualifying field with two years of social work practice experience.	Social Work

<b>Discipline Area</b>		
<b>Sociology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
SOCI 1010, 1040	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in a qualifying field.	Sociology

<b>Discipline Area</b>		
<b>Spanish</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
SPAN 1010, 1020, 2010, 2020	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Spanish, Spanish Literature

<b>Discipline Area</b>		
<b>Surgical Technology</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
SURG 1102, 1305, 1410, 2103, 2201, 2302, 2310, 2321, 2330, 2420	Associate degree in a qualifying field with certifying credentials in Surgical Technology	Surgical Technology

<b>Discipline Area</b>		
<b>Theatre</b>		
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
THEA 1015, 1030, 110, 111, 2015, 233, 234, 2510, 2520, 2530, 2540, 2550, 2560	Master's degree in a qualifying field or a Master's degree with 18 graduate semester hours in any combination of the qualifying fields	Theatre, Theatre Arts, Drama, Dramatic Art
THEA 115*	Master's degree in a qualify field with graduate coursework in Costuming or professional experience in Costuming	Theatre, Theatre Arts, Dramatic Art
THEA 117*	Master's degree in a qualify field with graduate coursework in Lighting Design or professional experience in Lighting Design	Theatre, Theatre Arts, Dramatic Art
THEA 119*	Master's degree in a qualify field with graduate coursework in Scenic Design or professional experience in Scenic Design	Theatre, Theatre Arts, Dramatic Art
THEA 1025*	Master's degree in a qualifying field with Technical Theatre experience	Theatre, Theatre Arts, Dramatic Art
THEA 235*	Master's degree in a qualifying field with Technical Theatre experience	Theatre, Theatre Arts, Dramatic Art

\*The National Association of Schools of Theatre (NAST) recognizes that a theatre program can benefit from the presence of some faculty whose qualifications rest on the skills developed by substantial professional experience. These individuals may hold degrees other than the Master's or no academic degree at all. The courses marked with an asterisk (\*) are offered on an occasional basis and, after careful portfolio review, the college may, in special circumstances, make adjunct appointments to individuals with primarily professional experience as qualification to teach these courses.

<b>Discipline Area</b>	<b>Vision Care Technology</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Non-Transfer</b>		
VECT 1330, 1410, 1420, 1430, 1440, 1450, 2140, 2410, 2420, 2430, 2460, 2470, 2480	Associate degree in a qualifying field and certifying credentials in Opticianry	Opticianry or related ophthalmic field

<b>Discipline Area</b>	<b>Wellness</b>	
<b>Course Prefix</b>	<b>Minimum Requirements</b>	<b>Qualifying Field</b>
<b>Transfer</b>		
WELL 1010	Master's degree in a qualifying field or Master's degree with 18 graduate semester hours in a qualifying field	Wellness, Health, Public Health, Physical Education, Fitness, Exercise Science or Athletic Training

Questions concerning this manual should be addressed to the Vice President of Student Learning.