Faculty Credentialing Manual

"Delivering a brighter future for our students and communities."

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INTRODUCTION

Collin College is committed to the development of its students, which is at the core of its mission. The mission statement of Collin College indicates that the college is a "student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect." The Core Values of the college support and complement the mission of the institution by expressing that, "we have a passion for Learning, Service and Involvement, Creativity and Innovation, Academic Excellence, Dignity and Respect, and Integrity. These values reflect the firm commitment the institution has for assisting students to reach their educational goals.

Through its campuses, centers, and programs, Collin College fulfills community and industry needs and its statutory charge by providing:
- Academic courses in the arts and sciences that transfer to senior institutions
- Programs leading to baccalaureate degrees, associate degrees or certificates, including technical programs, designed to develop marketable skills and promote economic development
- Continuing adult education programs for academic, professional, occupational and cultural enhancement
- Developmental education and literacy programs designed to improve the basic skills of students
- A program of student support services, including counseling and learning resources designed to assist individuals in achieving their educational and career goals
- Workforce, economic, and community development initiatives designed to meet local and state needs

To fulfil the purpose of the institution, the College must employ qualified and effective faculty members.

This manual is intended to assist the process of credentialing faculty members at Collin College. The first part of the manual identifies the accreditation guidelines related to faculty credentialing established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in *the Principles of Accreditation.* Additionally, the Texas Higher Education Coordinating Board has established requirements that are consistent with SACSCOC Guidelines (see below) in Texas Administrative Code Section 7.4(11).   In order to demonstrate compliance with the guidelines established by SACSCOC, THECB, and programmatic accrediting bodies, Collin College must document and justify that each faculty member is qualified to teach all assigned courses by providing a thorough justification that demonstrates the linkage between the various qualifications and the courses being taught. Transcripts and credential documentation must demonstrate compliance with all applicable guidelines and/or standards.

FACULTY CREDENTIALING GUIDELINES AND ACCREDITATION, REGULATION, AND GOVERNANCE

The credentialing process at Collin College is designed to be consistent with the SACSCOC *Principles of Accreditation: Foundations for Quality Enhancement*, regulations established by Texas Higher Education Coordinating Board, and the policies of the Collin College Board of Trustees.

Section 6.2a of the SACSCOC *Principles of Accreditation* relating to Faculty states,

> Qualified, effective faculty members are essential to carrying out the mission of the institution and ensuring the quality and integrity of its academic programs. The tradition of shared governance within American higher education recognizes the importance of both faculty and administrative involvement in the approval of educational programs. Because student learning is central to the institution's mission and educational degrees, the faculty is responsible for directing the learning enterprise, including overseeing and coordinating educational programs to ensure that each contains essential curricular components, has appropriate content and pedagogy, and maintains discipline currency.

Section 6.2a of the *Principles* goes on to state,

> Achievement of the institution's mission with respect to teaching, research, and service requires a critical mass of qualified full-time faculty to provide direction and oversight of the academic programs. Due to this significant role, it is imperative that an effective system of evaluation be in place for all faculty members that addresses the institution's obligations to foster intellectual freedom of faculty to teach, serve, research and publish."

Five standards are established by SACSCOC related to faculty in Section 6 of the *Principles of Accreditation*. For the purposes of faculty credentialing, the most important standard is 6.2a which states,

> For each of its educational programs, the institution:
>
>   a. Justifies and documents the qualifications of its faculty members. (*Faculty qualifications*)

To provide guidance for institutions on how to meet standard 6.2a, SACSCOC has published the following credentialing underlined guidelines for member institutions:

   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.

Faculty qualifications guidelines consistent with the SACSCOC guidelines and the *Principles of Accreditation* have been adopted as regulations by the Texas Higher Education Coordinating Board in Title 19 Texas Administrative Code § 7.4.

The Collin College Board of Trustees has approved Board Policy DBA(LOCAL) entitled "Employment Requirements and Restrictions-Credentials and Records" which helps to define what Collin College expects of employees in order to document credentials. Policy DBA(LOCAL) states in part:

Degrees, credit hours, and certificates shall be evaluated and recognized by using the following criteria:

1. The degree and/or credit hours are from a college/university accredited (or in pre-accreditation status) by a nationally recognized accrediting agency or an accrediting agency recognized by the Coordinating Board. Accredited institutions and nationally recognized accrediting agencies shall be determined by using the following:

   a. Accredited Institutions of Higher Education

   b. U.S. Department of Education

   c. Coordinating Board

> d. Council for Higher Education Accreditation
>
> e. Other agencies or publications that will establish national recognition or accreditation.
>
> 2. If the degree/certificate is from a college/university, school, institution, or association outside of the United States, it must be verified through a nationally recognized independent foreign transcript evaluation service or by a university in the United States qualified to conduct such evaluations.

Please note that this list of recognized accrediting bodies is considerably more inclusive than the traditional limitation of "regional" accrediting bodies. This is consistent with recent communication from SACSCOC to member institutions about changes implemented at the U.S. Dept. of Education beginning in July of 2020 to no longer refer to "regional" and "national accreditors" separately. Instead the U.S. Dept. of Education now refers only to "institutional accreditors." (Accreditors may continue to distinguish themselves as regional or national accreditors.)

Finally, programs that are accredited by programmatic accrediting entities may have additional minimum requirements for those faculty preparing students to obtain certification or licensure in certain fields. Individual Academic Deans and Directors have ensured that these requirements are reflected in required, minimum qualifications for each discipline where they apply.

COLLIN COLLEGE CREDENTIALING GUIDELINES

To follow the guidelines and standards set forth by SACSCOC, the THECB and the Collin College Board of Trustees, Collin College established the faculty credentialing guidelines summarized in the **Faculty Credentialing Table (by Discipline)** (starting on p 15). This table identifies the rubrics for all courses taught at the College, the minimum credentialing requirements and acceptable disciplines/qualifying fields routinely used to justify the qualifications of an individual to teach in a particular discipline (or in some cases for specific courses within a discipline). The College also provides the opportunity for an alternative credentialing process for those individuals that have a documented record of accomplishment that can justify their qualifications to teach courses for the college. (Please see the section *Guidelines for Alternative Credentials* below for more information on when this is appropriate.) The Collin College Faculty Credential Inventory (FCI) System is used to document the credentials and qualifications of all faculty members. http://www.collin.edu/hr/employment/FCI_System.html

The minimum requirement for teaching upper division credit courses for Collin College's applied baccalaureate degrees (BAS,BAT, BSN) and lower division credit courses intended for transfer into baccalaureate degrees at universities is a master's degree in the discipline to be taught from an institutionally accredited institution or a master's

degree in a related field with at least 18 graduate semester credit hours in the discipline to be taught. (It is important for Associate Deans/Directors to seek out individuals with appropriate training to teach the content of each course a potential faculty member may be assigned. In some disciplines there are courses that have more stringent minimum credentialing requirements, and in those areas, all hiring managers should seek assistance if needed. Examples include Agriculture, Biology, Arts, Business, Music, etc.) Please note that institutions on the academic quarter system (rather than the semester system) will need to have quarter hours (QH) translated into equivalent semester credit hours (SCH) where 2 SCH = 3 QH to meet the guidelines established by SACSCOC and the Texas Higher Education Coordinating Board.

For workforce programs, Collin College prefers to employ individuals with training and credentials in the field they are teaching. However, individuals who do not have formal training in the discipline being taught at the level indicated in the guidelines above, but that have demonstrable work experience in the field may be considered for faculty positions on an individual basis. *See Guidelines for Alternative Credentials*. Work experience in the teaching field must be documented in application materials on file in the Human Resources Office. In disciplines that require a professional and/or trade license or certificate, a copy of the current license must be maintained in the employee's official personnel file. In the event it is impermissible by law to make a photocopy of the license, a Human Resources Office representative will visually review the original license and document the license number and its expiration date for the personnel file.

Final responsibility for hiring and ensuring appropriate documentation of credentials rests with the managing Academic Associate Dean/Director, Academic Dean, and the Campus Provost on each campus.

EVALUATING/DOCUMENTING FACULTY CREDENTIALS AT COLLIN COLLEGE

Required Documentation for Graduates of Colleges and Universities in the U.S.

Academic transcripts must be submitted with the application for employment for all new full-time and part-time faculty members. Official transcripts received in the Office of Human Resources will be logged in the appropriate system. The following guidelines are followed for receipt of U.S. transcripts.

All U.S. transcripts must be from accredited institutions of higher education. Unofficial transcripts are acceptable for the application process; however, any offer of employment is contingent upon receipt of official transcripts within 30 days of appointment. U.S transcripts must be received in one of the following formats:

1. Transcripts that are mailed directly to the Collin College Human Resources (HR) Department from the degree granting institution.

2. Hand-delivered official transcripts that are in sealed letterhead envelopes from the degree granting institution.

3. Transcripts that are emailed directly to HR if the URL link to access the transcript is sent directly from the degree granting institution or its designee.

4. Transcripts received by the Collin College Registrar through the authorized Electronic Transcript Network (While this method is acceptable, it is also highly susceptible to transcripts being lost given the large number of transcripts the registrar's office receives on a regular basis. It is strongly encouraged that hiring managers NOT rely on this method of official transcript delivery.)

Photocopies or transcripts that are stamped "Issued to student" are not acceptable.

A listing of accredited institutions of higher education can be found on the following website: http://www.chea.org/search-institutions.

The hiring Associate Dean and/or Director will complete the Faculty Credentialing Inventory (FCI) form in the Collin College FCI system upon hire. This can be done using unofficial transcripts, but the information will be confirmed by Human Resources once official transcripts are received.

Associate Deans/Directors, Academic Deans and Campus Provosts are encouraged to cross-reference any institutions of higher education that they do not recognize with the Texas Higher Education Coordinating Board's list of **Fraudulent or Substandard Institutions** which can be found at: THECB List of Fraudulent or Substandard Institutions.

This is a list of institutions whose degrees have been deemed fraudulent or substandard per Texas Education Code Section 61.302 and hence are illegal to use in the state of Texas in order to obtain employment under section 32.52 of the Texas Penal Code. Applicants are notified of this list during application, and any individual that supplies credentials from an institution on this list in their application to Collin College may be committing a Class B misdemeanor. Should any hiring manager encounter a situation such as this, please notify Human Resources immediately.

Required Documentation for Graduates of Colleges and Universities Outside of the U.S.

Applicants with transcripts from countries other than the United States must provide official copies of their foreign transcripts and have their transcripts evaluated (and translated if in a language other than English) at their own expense by an agency that is certified by the National Association of Credential Evaluation Services (NACES) to determine the U.S. equivalency.

Evaluation and translation documents are acceptable for the application process; however, any offer of employment is contingent upon receipt of ALL official documentation as indicated below within 30 days of initial hire.

Applicants for faculty positions with foreign transcripts must submit all of the following:

1. An official copy of the foreign transcript (or equivalent) received by HR in one of the following formats:
    a. Mailed directly to HR from the degree granting institution, or
    b. Hand-delivered official transcripts that are in sealed letterhead envelope from the degree granting institution, or
    c. Transcripts that are emailed directly to HR if the URL link to access the transcript is sent directly from the degree granting institution
2. An official transcript evaluation to determine its equivalency with a degree in the U.S. from an accredited institution sent in either of the following formats:
    a. A faxed copy that is sent to HR directly from the evaluation agency if the document is on agency letterhead and the agency's fax number is clearly shown in the fax header.
    b. An original letter from the credential evaluation/translation company on letterhead
    c. Evaluation must note that official transcripts were reviewed or HR must send a copy of the official transcripts to the agency and require that they confirm that it is the same as the credentials they evaluated.
    d. If the degree from a foreign institution is not clearly in the discipline being taught as recorded on the FCI, a course by course evaluation is required to ensure the equivalent of 18 or more graduate semester hours in the discipline.

When transcripts (or equivalent) are presented in a language other than English, a translation of the transcript must be carried out by the same company that evaluates the transcript. Photocopies of the transcript (or equivalent) delivered to Collin College HR or to the company providing the evaluation by the newly hired employee are not acceptable. Evaluated transcripts that have been translated by the employee or a non-NACES certified organization or individual are not acceptable.

See Appendix A for Foreign Credential Evaluation Services and Helpful Websites

Faculty Credential Inventory (FCI) System

The Collin College Faculty Credential Inventory (FCI) System is used to summarize the documentation of the credentials and qualifications of all faculty members. The Associate Dean/Director will follow the steps outlined below to complete an FCI for each new faculty member in each discipline the faculty member will be assigned classes to teach. *See Appendix B for the details of the Faculty Credentialing Inventory (FCI) Form*

1. The Associate Dean/Director completes the Faculty Member General Information
   - If no CWID has been assigned yet, leave it blank. It can be entered by HR when assigned.
   - Check limited FCI box if faculty member is limited to teaching only specific courses within a rubric.
2. The Associate Dean/Director completes the Faculty Member Education Information following the instructions on the inventory form.
   - For example, "Texas A&M University - Commerce, Doctor of Philosophy, Business Administration." (Please note that the name of the degree and the discipline/major must be written out completely. The degree and discipline/major MUST match the transcript **exactly**.)
3. The Associate Dean/Director completes the Faculty Member Teaching Credentials by selecting the proper teaching credentials from the drop down menu.
   - For example, "1. Teaches transfer courses and has a doctorate or masters in the specific discipline taught."
4. If necessary, the Associate Dean/Director completes the Concentration (18 graduate semester hours) section by listing the 18 graduate hours of coursework directly related to the subject taught.
   - For example, "University of Texas at Dallas-ENGL559-Language and Culture-3."
5. The Associate Dean/Director completes the Other qualifications.
   - If other qualifications, like licenses or credentials, or if work experiences support the teaching for a specific discipline, please list under other qualifications. (For licensures and certifications please write out the title of the credential and include acronyms in parenthesis; if adding work experience list the name of the employing company, the title of the position held, and the dates of employment in that role. This will greatly help in preparing the faculty roster for SACSCOC off-site or on-site review teams.)
     - For example, workforce may list credentials other than degrees: "Respiratory Therapist-Texas Health Resources – Plano, 200X-200Y; Certified Respiratory Therapist (CRT) earned 5/27/20XX; Registered Respiratory Therapist (RRT) earned 6/15/20XX; Registry Number ##### (credential does not expire). Basic Life Support (BLS) Provider expires 3/20XX; Advanced Cardiac Life Support (ACLS) Provider expires 11/20XX; Texas Medical Board license expires 5/20XX"
   - An Alternative Credential Form and/or Crosswalk may need to also be completed to support the FCI.
6. After completing the FCI, the Associate Dean/Director will note the appropriate Dean and choose that name and the date prior to submitting to the Dean of Academic Affairs

for consideration and approval. Should the Dean certify that the faculty member meets the requirements to teach in the indicated discipline, the Dean will submit the FCI to the appropriate Campus Provost for approval.

GUIDELINES FOR ALTERNATIVE CREDENTIALING

It should be noted that Alternative Credentialing of applicants for faculty positions that will be assigned to teach courses at Collin College that are designed for academic transfer or for workforce education will receive extensive scrutiny. *Exceptions to the minimum required qualifications for teaching transfer courses will be granted only in <u>extremely</u> rare circumstances.*

In exceptional cases at Collin College, applicants for full-time and adjunct faculty positions may have qualifications based on extensive work experience and/or other significant credentials in lieu of formal educational preparation from an accredited institution of higher education. A Faculty Credential Inventory Form may be prepared by the appropriate Associate Dean/Director and approved by the assigned Academic Dean and Campus Provost at Collin College when individuals have experience that clearly contributes to providing effective instruction addressing the student learning outcomes for a specific course (or courses). In these situations, an individual not meeting the primary credential criteria <u>may be considered</u> for appointment if their prior extraordinary experience can be documented utilizing the following components of alternative credentialing:

- Applicants for full-time and adjunct faculty positions that are being considered for an appointment must submit letters, certifications, licenses, etc. in lieu of a transcript. (Please see below for additional details.)
- The applicant has outstanding professional experience and/or considerable demonstrated contributions to the teaching discipline, which may be presented in lieu of formal academic preparation
- The applicant has training in a closely related discipline and the competencies needed to teach the course objectives in the intended teaching assignment were covered in the related discipline.

Documentation of professional experience *may* include items such as the following:
- Recognition in reputable journals, reputable online sources, or textbooks on the discipline
- Certification of participation in training
- Certification in field
- Professional presentations
- Professional registry
- Apprenticeships
- Honors and Awards directly related to the discipline
- Appearance on programs reflecting work in the discipline
- Professional letters of support from past employers, colleagues, etc. on business stationery that speak directly to work in the discipline

- Evidence of continuous excellence in teaching
- Other discipline related documentation that demonstrates third party recognition of the applicant's expertise in the field

In order for a faculty member to be considered by the Alternative Credentials Process, the hiring Associate Dean/Director must provide the following documentation:

1. A Faculty Alternative Credentials Form.
2. Supporting materials to include the following in the order specified:
   a. If the experience concerns coursework, letters certifying that the coursework is equivalent to the required coursework should appear first. These letters should come from an academic officer from the department that is accepting equivalency. For example, if an instructor wishes to request that engineering coursework from State University be accepted as equivalent to math coursework, the Department Chair (or designee) of the math department at the awarding institution (i.e. State university) should attest to the equivalency of the engineering coursework (at State University) to mathematics coursework.
      i. In addition to the Faculty Alternative Credentials form, a Credential Crosswalk form may be completed to document the courses taken as they relate to the student learning objectives for each course taught.
   b. If the experience concerns professional experience, documentation should appear next (or first, if no coursework exceptions are involved). Documentation of professional experience includes items such as certificates, licenses, awards, appearance on programs, and other evidence that the faculty candidate has been recognized as a professional in his/her field.
   c. Professional letters of support should appear next.
   d. Student letters of support should appear next.
   e. Other documentation should appear next.
3. If the hiring Associate Dean/Director wishes to pursue the credentialing of an applicant via the alternative credentialing process, he/she will prepare the Alternative Credentialing Form (and Credentialing Crosswalk, if necessary), attach supporting documentation and sign the form.
   a. The signed Alternative Credentialing Form and supporting documentation is then submitted to the supervising Academic Dean who will review the request and the supporting documents. If the Academic Dean agrees with the request to pursue alternative credentialing, he/she will sign the Alternative Credentialing Form and forward the packet to the appropriate Campus Provost.
   b. The Campus Provost will review the alternative credentialing request with particular attention being paid to the supporting documentation and whether the documentation effectively justifies the qualifications of the applicant to teach in a particular discipline (or to teach specific courses in a particular discipline for a limited FCI). If the Campus Provost supports alternative credentialing for the applicant, he/she will sign the alternative credentialing form and forward the alternative credentialing form and supporting documentation to the Vice President for Academic Affairs/Chief Academic Officer.

c. The Vice President for Academic Affairs/Chief Academic Officer will review the request for alternative credentialing, including the supporting documentation, and the recommendation of the Campus Provost to make a final determination on alternative credentialing. The final decision will be communicated to the Campus Provost, the supervising Academic Dean and the hiring Associate Dean/Director by the Vice President for Academic Affairs/Chief Academic Officer.
d. At any step of this process, a reviewer may disapprove the request for alternative credentialing, and the form and supporting materials will be returned to the hiring Associate Dean/Director with the decision not to move forward or with a request for additional documentation.
e. Upon a final recommendation for approval of alternative credentialing, the alternative credentialing form and supporting documentation will be submitted to Human Resources to be maintained as part of the faculty file.

See Appendix C for Faculty Alternative Credentials Form
See Appendix D for Credentialing Crosswalk

COLLIN COLLEGE CREDENTIALING REVIEW PROCESS

Collin College will maintain a current database of faculty credentials, review, and update those credentials regularly. The College will also maintain this Faculty Credentialing Manual and review/revise the manual annually. Additionally, credentialing procedures will be reviewed annually to ensure processes are current, efficient, and in compliance with accreditation standards.

REFERENCES

Southern Association of Colleges and Schools Commission on Colleges. 2018.
    Principles of Accreditation: Foundations for Quality Enhancement.
    https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf

COLLIN COLLEGE FACULTY MINIMUM CREDENTIALING REQUIREMENTS BY DISCIPLINE

Rubric label includes one of the following indications to show origin of course rubric: U=Upper-Division Course Manual (Transfer), A = Academic Course Guide Manual (Transfer), D=Developmental Education (Developmental), W = Workforce Education Course Manual (Workforce)

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
ABDR (W)		Associates degree or higher in any discipline and hold relevant ASE/ICAR certification.	
ABSC (U)		Master's degree or higher in discipline qualifying field or a master's degree or higher in a related field with 18 graduate hours in discipline/qualifying fields.	Construction Management, Civil Engineering, Structural Engineering, Construction Engineering, Construction Science, Engineering Management, Land/Property/Real Estate Development or Business
ACCT (A)		Master's degree in accounting or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying fields.	Accounting; Accounting Information Management
ACNT (W)		Bachelor's degree in business, accounting, finance or similar discipline.	Business Administration, Accounting, Finance
AGCR (W)		Bachelor's degree in discipline/qualifying field.	Agricultural Education, Agroecology, Agronomy, Animal Science, Biology, Botany, Ecosystem Science and Management, Environmental Science, Horticulture, Plant Pathology, Plant Science, Sustainable Agriculture, Soil Science, and/or other related agricultural science disciplines
AGRI (A)	1325	Master's degree in Agricultural Sciences or Master's degree in any discipline with 18 graduate hours in discipline/qualifying fields.	Animal Science, Horticulture, Agronomy, Agroecology, Sustainable Agriculture, Agricultural Education, Agricultural Leadership and Communications, Agricultural Business, Agricultural Economics, or Marketing.

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
AGRI (A)	1415	Master's degree in discipline/qualifying field or Master's degree in any discipline with 18 graduate hours in discipline/qualifying fields.	Agroecology, Botany, Sustainable Agriculture, Soil Science, Plant Science, Agronomy, Horticulture, Plant Pathology or other Agriculture science-related topics
AGRI (A)	1419	Master's degree in Animal Science or Zoology or a Master's degree in any discipline with 18 hours in discipline/qualifying fields.	Animal Science, Zoology
AGRI (A)	2303	Master's degree in Agricultural Sciences or Master's degree in any discipline with 18 graduate hours in discipline/qualifying fields.	Animal Science, Horticulture, Agroecology, Sustainable Agriculture, Agricultural Education, Agricultural Leadership, Agricultural Business and Communications, Engineering, Construction Science, or Architecture.
AGRI (A)	2317	Master's degree in discipline/qualifying field or Master's degree in any discipline with 18 graduate hours in discipline/qualifying fields.	Economics, Agricultural Economics
ANTH (A)		Master's in the discipline/qualifying field or a Master's degree in any discipline with 18 graduate hours in the discipline/qualifying fields.	Anthropology
ARAB (A)		Master's degree in Arabic or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Arabic
ARCE (W)		Associates degree or higher in discipline/qualifying field.	CADD; Architecture; Civil Engineering; Mechanical Engineering; Mechanical Design; Construction Design
ARTC (W)		Associate's degree or higher in discipline/qualifying field.	Advertising Design, Art Direction, Arts and Technology, Commercial Art, Commercial Illustration, Communication Design, Digital Art, Graphic Design, Production Art, User Experience
ARTC (W)	1359	Associate's degree or higher in discipline/qualifying field.	Advertising Design, Art Direction, Arts and Technology, Digital Art, Graphic Design, Production Art,

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
			User Experience, Web Development/Design, User Interface/User Experience, Mobile App Development/ Design, Front-End Design, Computer Art and Design.
ARTS (A)	1301	Master's degree in Art or a Master's degree in any discipline with at least 18 graduate hours in the discipline/qualifying field	Art; Fine Arts; Studio Arts; Art History
ARTS (A)	1303, 1304	Master's degree in Art History or a Master's degree in any discipline with at least 18 graduate hours in Art History	Art; Fine Arts; Studio Arts; Art History
ARTS (A)	1311, 1312, 1316, 1317, 2311, 2316, 2317, 2323, 2326, 2333, 2341, 2346, 2347, 2366	Master's degree in Art or a Master's degree in any discipline with at least 18 graduate hours in Studio Art (Drawing, Painting, Printmaking, Ceramics, Sculpture, Jewelry, and Metal Arts)	Art; Fine Arts; Studio Arts;
ARTS (A)	1313, 2348, 2356, 2357, 2389	Master's degree in Photography or Art (with Photography concentration) or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field	Photography
ARTV (W)		Associate's degree or higher in discipline/qualifying field.	Animation, Digital Media, Game Development, Rigging, Video Production, Visual Effects, 2D/3D Design, Motion Graphics, Media Arts, Technical Graphics, Digital Art
AUMT (W)		Associates degree or higher in any field and must hold relevant ASE certification for areas taught.	
BCIS (A)		Master's degree in discipline/qualifying field or a master's degree in any discipline with 18 graduate hours in discipline/qualifying field.	Computer Science; Information Systems; Database Development; Database Administration, Data Analytics.

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
BIOL (A)	1406, 1407, 1408, 1409, 2406, 2416, 2420, 2421	Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field. For lab sections, Bachelor's degree in discipline/qualifying field.	Biology; Biological Science; Biochemistry; Cell Biology; Environmental Biology; Biotechnology; Biomedical Sciences; Molecular Biology; Anatomy & Physiology; Botany; Entomology; Genetics; Immunology; Mammalogy; Microbiology; Plant Science; Zoology
BIOL (A)	1414, 1415	Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field. A minimum of three (3) graduate hours in Molecular/Cellular Biology is required. For lab sections, Bachelor's degree in discipline/qualifying field.	Biology; Biological Science; Biochemistry; Cell Biology; Environmental Biology; Biotechnology; Biomedical Sciences; Molecular Biology; Anatomy & Physiology; Botany; Entomology; Genetics; Immunology; Mammalogy; Microbiology; Plant Science; Zoology
BIOL (A)	1322, 1323	Master's degree in biology or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field. Minimum of six graduate hours in Nutrition is required.	Nutrition, Biology; Biological Science; Biochemistry; Cell Biology; Environmental Biology; Biotechnology; Biomedical Sciences; Molecular Biology; Anatomy & Physiology; Botany; Entomology; Food Science, Genetics; Immunology; Mammalogy; Microbiology; Plant Science; Zoology
BIOL (A)	2401, 2402, 2404	Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field. A minimum of three (3) graduate hours in Animal Physiology, Mammalian Physiology, Vertebrate Physiology, Pathophysiology or Neurophysiology is required.	Anatomy; Biology; Biological Science; Biochemistry; Cell Biology; Environmental Biology; Biotechnology; Biomedical Sciences; Molecular Biology; Physiology; Genetics; Immunology; Mammalogy; Microbiology; Zoology; Medicine (MD); Dentistry (DDS); Veterinary Medicine (DVM); Chiropractic (DC); Osteopathic Medicine (DO)

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		For lab sections, Bachelor's degree in discipline/qualifying field.	
BIOM (W)		Associates degree or higher in discipline/qualifying field.	Electronic/ Electrical Engineering, Biomedical Engineering, Electrical Engineering Technology, Biomedical Technology
BITC (W)		Associate's degree or higher in discipline/qualifying field.	Biology; Biological Science; Biochemistry; Cell Biology; Biotechnology; Molecular Biology; Physiology; Botany; Genetics; Immunology; Microbiology; Plant Science; Zoology.
BMGT(W)		Bachelor's degree or higher in business or similar discipline.	Business Administration, Management
BNKG (W)		Bachelor's degree or higher in business, accounting, finance or closely related discipline.	Accounting, Business, Finance, Banking
BUSA (W)		Bachelor's degree in business or closely related discipline.	Accounting, Business, Business Administration, Finance
BUSG (W)		Bachelor's degree or higher in business or closely related discipline.	Business Administration, Management
BUSI (A)	1301	Master's degree in business or a Master's degree in any discipline with at least 18 graduate hours in the discipline/qualifying field.	Business Administration; International Business
BUSI (A)	1307	Master's degree in business or a Master's degree in any discipline with at least 18 graduate hours in the discipline/qualifying field.	Business Administration; Business Finance
BUSI (A)	2301	Juris Doctorate degree and hold license to practice law from any state Bar. Limited to only teaching BUSI 2301.	Law

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
BUSI (A)	2305	Master's Degree in business or a Master's degree in any discipline with at least 18 hours in the discipline/qualifying field to include a minimum of six graduate hours of statistical analysis that may be taken from business statistics, business analytics, mathematical statistics, actuarial science, operations research, economics or social science analytics courses.	Business Administration, Economics, Mathematics, Actuarial Sciences
CDEC		Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field(s).	Child Development; Early Childhood Education; Elementary Education, Family Studies; Child Life; Family Life
CDEC (W)	1359, 2340	Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field(s).	Child Development; Early Childhood Education; Family Studies; Child Life; Family Life
CDEC (W)	2326, 2328, 2336	Master's degree in discipline/qualifying field or a Master's degree with at least 18 graduate hours in discipline/ qualifying field(s).	Child Development; Early Childhood Education; Family Studies; Child Life; Family Life
CETT (W)		Associates degree in discipline/qualifying field.	Electronics/Electrical Engineering, Electrical/Electronic Engineering Technology
CHEF (W)	1305	Associates degree in discipline/qualifying field and must hold Certified Proctor and/or Proctor/Instructor – National Restaurant Association ServSafe Certification.	Culinary Arts, Pastry Arts, Food Service, Hospitality
CHEF (W)	Lab sections	Associates degree in Culinary Arts or similar discipline OR an associate's degree in any discipline supported by a	Culinary Arts, Pastry Arts, Food Service, Hospitality

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		certificate in culinary arts or similar discipline.	
CHEM (A)	1405, 1409, 1411, 1412, 2389	Master's degree in the discipline/qualifying field or a Master's degree in any discipline with 18 graduate hours in the discipline/qualifying field. For lab sections, Bachelor's degree in discipline/qualifying field.	Chemistry, Organic Chemistry, Bio Chemistry
CHEM (A)	2425 and 2426	Master's degree in the discipline/qualifying field or a Masters in any discipline with 18 graduate hours in the discipline/qualifying field to include at least 3 graduate hours of coursework in organic chemistry. For lab sections, Bachelor's degree in discipline/qualifying field.	Chemistry, Organic Chemistry, Bio Chemistry
CHIN (A)		Master's degree in Chinese or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Chinese
CMGT (U)		Master's degree or higher in discipline/qualifying field or a master's degree or higher in any discipline with 18 graduate hours in discipline/qualifying fields.	Construction Management, Civil Engineering, Structural Engineering, Construction Engineering, Construction Science, Engineering Management, Land/Property/Real Estate Development, or Business
CNBT (W)		Associates degree or higher in discipline/qualifying field.	Architecture, Architectural Drafting, Civil Engineering Technology, Construction Management, Business
COMM (A)		Master's degree in the discipline/qualifying field or a Master's degree in any discipline	Mass Communication; Journalism; Media Studies; Communication(s); Communication Studies

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		with at least 18 graduate hours in discipline/qualifying field	
COSC (A)		Master's Degree in a computer science or a master's degree in any discipline with at least 18 graduate hours in a discipline/qualifying field.	Computer Science; Computer Engineering
CPMT (W)		Associate degree or higher in any discipline and must hold one of the following certifications: a) CompTIA A+, b) Cisco Certified Network Associate (CCNA), c) Cisco Certified Network Professional (CCNP), or d) Cisco Certified Internetwork Expert (CCIE).	
CRIJ (A)		Master's Degree in Criminal Justice or Criminology or a Master's Degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Criminal Justice; Criminology; Jurisprudence, Urban Affairs
CRPT (W)		Associates degree in any field and must hold Current NCCER Instructor for Carpentry certification or be able to complete within the first 30 days of employment.	
CSFA (W)		Associate's degree in any field and hold current certification as either: a) A Certified Surgical First Assistant (CSFA) with the National Board of Surgical Technology and Surgical Assisting (NBSTSA) or b) A Certified Surgical Assistant (CSA) with the National Commission for the	

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		Certification of Surgical Assistants OR Doctor of Medicine or Doctor of Osteopathy with certification in a surgical specialty recognized by the American Board of Medical Specialties and hold current licensure to practice medicine in Texas.	
CYBR (U)	3310, 3320, 3340, 3350, 3360, 4310, 4320, 4330, 4340, 4350	Master's degree in discipline/qualifying field or a Masters degree in any discipline with 18 graduate hours in discipline/qualifying field(s).	Cybersecurity; Information Assurance, Digital Systems Security, Information Systems Security, and closely-related fields.
CYBR (U)	3330	Master's degree in discipline/Qualifying field or a Masters degree in any discipline with 18 graduate hours in discipline/qualifying field(s).	Cybersecurity; Information Assurance, Digital Systems Security, Information Systems Security, Computer Networking; Network Engineering; Networking; Systems Analysis; Infrastructure Design; and closely-related fields.
DANC (A)		Master's degree in Dance or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field	Dance
DFTG (W)		Associates degree in Computer Aided Drafting and Design or related discipline/qualifying field.	CADD; Architecture; Civil Engineering; Mechanical Engineering; Mechanical Design; Construction Design
DHYG (W)		Associate degree in Dental Hygiene with a Bachelor's degree in any discipline, OR a Bachelor's degree in Dental Hygiene, OR a Doctor of Dental Surgery (DDS) or a Doctor of Medicine in Dentistry (DMD). All degrees in Dental Hygiene, Dental Surgery or Medicine in Dentistry must be from programs accredited by the Commission on Dental Accreditation (CODA). Must also hold licensure in the state of	Dental Hygiene, Dentistry

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		Texas as a Dentist or as a Registered Dental Hygienist (RDH), as appropriate.	
DMSO (W)	1167, 1202, 1210, 1366, 1466, 2243	Associate's degree or higher in any discipline and must hold current certification as: a) a Registered Diagnostic Medical Sonographer (RDMS) from the American Registry of Diagnostic Medical Sonography (ARDMS), b) a Registered Vascular Technologist (RVT) from the ARDMS, c) Registered Diagnostic Cardiac Sonographer (RDCS) from ARDMS, or d) a Registered Vascular Sonographer (RVS) from Cardiovascular Credentialing International (CCI), d) e) Registered Cardiac Sonographer (RCS) from CCI.	
DMSO (W)	1441, 1455, 2353	Associate's degree or higher in any discipline and must hold current certification as a Registered Diagnostic Medical Sonographer with a specialty in Abdomen (RDMS(AB)).	
DMSO (W)	2342, 2405	Associate's degree or higher in any discipline and must hold current certification as a Registered Diagnostic Medical Sonographer with a specialty in OB/GYN (RDMS(OB/GYN)).	
DRAM (A)		Master's degree in Theatre or Drama or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field	Theatre; Drama; Acting; Directing; Stagecraft
DRAM (A)	1120, 1121, 2120, 2121	Bachelor's degree in discipline/qualifying field with	Theatre, Drama, Acting, Directing, Stagecraft.

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		18 undergraduate hours in discipline/qualifying field.	
DSAE (W)	1340, 2303	Associate's degree, diploma or higher in any discipline and hold current certification/licensure as a healthcare professional who provides direct patient care (e.g. Medical Assistant, Registered Nurse, Licensed Vocational Nurse, etc.) **OR** Doctorate in Medicine or Osteopathic Medicine	
DSAE (W)	1303, 2235, 2304, 2337, 2355	Associate's degree or higher in any discipline and must hold current certification as: either a) a Registered Diagnostic Cardiac Sonographer (RDCS) from the American Registry of Diagnostic Medical Sonography (ARDMS), or b) a Registered Cardiac Sonographer (RCS) from Cardiovascular Credentialing International (CCI).	
DSPE (W)		Associate's degree or higher in any discipline and must hold current certification as: either a) a Registered Diagnostic Cardiac Sonographer (RDCS) with the American Registry of Diagnostic Medical Sonography ARDMS), or b) a Registered Cardiac Sonographer (RCS) with Cardiovascular Credentialing International (CCI).	
DSVT (W)		Associate's degree or higher in any field and must hold current certification as a: a) Registered Vascular Technologist (RVT) from the American Registry of Diagnostic Medical Sonography (ARDMS), or	

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		b) Registered Vascular Sonographer (RVS) from Cardiovascular Credentialing International (CCI).	
ECON (A)		Master's degree in economics or political economy or a master's degree in any discipline with 18 graduate hours in discipline/qualifying field.	Economics, Political Economy
ECRD (W)		Associate's degree, certificate, diploma or higher in any field and hold current certification/ licensure as a healthcare professional who provides direct patient care (e.g. Medical Assistant, Registered Nurse, Licensed Vocational Nurse, etc.) **OR** Doctorate in Medicine or Osteopathic Medicine	
EDUC (A)	1100, 1300	Master's degree in Education or Psychology or a Master's degree with at least 18 graduate hours in discipline/qualifying field(s)	Education; Educational Administration; Educational Leadership; Counseling; Student Development; Psychology; Educational Psychology
EDUC (A)	1301, 2301	Master's degree in Education or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Education; Counseling; Student Development
EECT (W)		Associates degree in discipline/qualifying field.	Electronics/ Electrical Engineering, Telecommunication, Electrical/Electronic Engineering Technology
ELMT (W)		Associates degree in discipline/qualifying field.	Electronics, Electrical Engineering, Industrial Automation, Electrical Engineering Technology
ELPT (W)		Associates degree in discipline/qualifying (or closely related) field **OR**	Electrical Construction, Electrical Technology, Construction Technology, Construction

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		hold a license as a Journeyman Electrician in Texas.	Science, Facilities Maintenance, Electrical Engineering Technology
EMSP (W)		Associate's degree in Emergency Medical Services or a closely related field and must and hold Paramedic certification/licensure in Texas.	Emergency Medical Services, Paramedicine
ENGL (A)	1301, 1302	Master's degree in discipline/qualifying field or a masters in any discipline with 18 graduate hours in discipline/qualifying field. A minimum of 3 graduate hours in rhetoric/composition studies is required.	English, English Literature, Rhetoric/Composition Studies, Creative Writing, Technical Writing
ENGL (A)	2311	Master's degree in discipline/qualifying field or a masters in any discipline with 18 graduate hours in discipline/qualifying field. A minimum of 3 graduate hours in rhetoric/composition studies is required.	English, English Literature, Rhetoric/Composition Studies, Technical Writing
ENGL (A)	2307, 2322, 2323, 2327, 2328, 2332, 2333, 2341, 2389	Master's degree in discipline/qualifying field or a masters in any discipline with 18 graduate hours in discipline/qualifying field	English, English Literature, Rhetoric/Composition Studies, Creative Writing
ENGR (A)		Master's degree in discipline/qualifying field or a master's degree in any discipline with 18 graduate hours in discipline/qualifying field(s).	Engineering, Aerospace Engineering, Biomedical Engineering, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Environmental Engineering, Industrial Engineering, Mechanical Engineering, Nuclear Engineering, Petroleum Engineering, Safety Engineering, Structural Engineering
ENGT (A)		Master's degree in discipline/qualifying Field or a master's degree in any discipline with 18 graduate hours in discipline/qualifying field(s)	Electrical/Electronic Engineering, Computer Engineering

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
ENTC (W)		Associates degree in discipline/qualifying field.	Biomedical Equipment Technology, Engineering, Engineering Technology, Industrial Automation
ENVR (A)		Master's degree in Environmental Science or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field. For lab sections, Bachelor's degree in discipline/qualifying field.	Environmental Science; Biology; Geology; Earth Science; Environmental Health, Conservation Studies; Air/Water Quality; GIS/GPS; Natural Resource Conservation/Management
ESLC (D)		Bachelor's degree in discipline/qualifying field; OR a bachelor's degree with at least 18 hours in the discipline/qualifying field; OR Bachelor's degree in any discipline and hold a secondary/post-secondary Teaching English as a Second Language (TESOL) certificate awarded by either a 4-year university, the TESOL International Association, or the State of Texas K-12.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics
ESLG (D)		Bachelor's degree in discipline/qualifying field; OR a bachelor's degree with at least 18 hours in the discipline/qualifying field; OR Bachelor's degree in any discipline and hold a secondary/post-secondary Teaching English as a Second Language (TESOL) certificate awarded by either a 4-year university, the TESOL International Association, or the State of Texas K-12.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
ESLR		Bachelor's degree in discipline/qualifying field; OR a bachelor's degree with at least 18 hours in the discipline/qualifying field; OR Bachelor's degree in any discipline and hold a secondary/ post-secondary Teaching English as a Second Language (TESOL) certificate awarded by either a 4-year university, the TESOL International Association, or the State of Texas K-12.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics
ESLV		Bachelor's degree in discipline/qualifying field; OR a bachelor's degree with at least 18 hours in the discipline/qualifying field; OR Bachelor's degree in any discipline and hold a secondary/ post-secondary Teaching English as a Second Language (TESOL) certificate awarded by either a 4-year university, the TESOL International Association, or the State of Texas K-12.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics
ESLW		Bachelor's degree in discipline/qualifying field; OR a bachelor's degree with at least 18 hours in the discipline/qualifying field; OR Bachelor's degree in any discipline and hold a secondary/ post-secondary Teaching English as a Second Language (TESOL) certificate awarded by either a 4-year university, the TESOL International Association, or the State of Texas K-12.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
ESLX		Bachelor's degree in discipline/qualifying field; OR a bachelor's degree with at least 18 hours in the discipline/qualifying field; OR Bachelor's degree in any discipline and hold a secondary/post-secondary Teaching English as a Second Language (TESOL) certificate awarded by either a 4-year university, the TESOL International Association, or the State of Texas K-12.	Teaching English as a Second Language; Teaching Second Languages; Teaching Foreign Languages; Second Language Acquisition; Foreign Language Acquisition; Applied English; English; Linguistics; Applied Linguistics
FIRS (W)		Associate's degree or higher in Fire Science or related field and must hold Fire Instructor II Certification from the Texas Commission on Fire Protection.	Fire Science
FIRT (W)		Associate's degree or higher in Fire Science or related field and must hold Fire Instructor II Certification from the Texas Commission on Fire Protection.	Fire Science
FITT (W)		Bachelor's degree in discipline/qualifying field or a closely related discipline.	Sports and Recreation Management, Sport Administration, and closely related disciplines.
FLMC (W)		Associate's degree in discipline/qualifying field	Film, Digital Video, Cinematography, Scriptwriting, Directing/Producing, Editing, Electronic Media, Digital Media, Media Arts, Storyboarding, Video Graphics
FLMC (W)	2330	Associate's degree in discipline/qualifying field.	Audio Engineering, Audio Post-Production, Audio Editing, Sound Engineering, Sound Design, Special Effects (Audio)
FLMC (W)	1331, 2331	Associate's degree in discipline/qualifying field.	Animation, 3D Design, Digital Animation, Digital Art, Motion Graphics, Visual Effects, Media Arts, Electronic Media

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
FREN (W)		Master's degree in French or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	French
GAME (W)		Associate's degree in discipline/qualifying field.	Animation, Game Art, Game Development, Game Design, Game Programming, Digital Media, Level Design, Media Arts, Digital Art
GEOG (A)		Master's degree in geography or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Geography
GEOL (A)		Master's degree in geology or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field. For lab sections, Bachelor's degree in discipline/qualifying field.	Geology; Earth Science; Geoscience; Geophysics; Meteorology; Oceanography
GERM (A)		Master's degree in German or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	German
GERS (W)		Associate's degree, diploma or higher in any discipline and hold certification/ licensure in: a) a healthcare discipline providing direct patient care (e.g. Registered Nurse, Licensed Vocational Nurse, Licensed Occupational Therapy Assistant, Certified Occupational Therapy Assistant, Licensed Physical Therapy Assistant), b) a special populations specialty (e.g. Board Certified Activity Consultant/Educator (AC-BC), Certified Dementia Practitioner (CDP), Certified Music Therapist (MT-BC or CBMT), Certified Therapeutic	

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		Recreation Specialist (NCRTC), Certified Wellness Practitioner (CWT), etc.), or c) a behavioral healthcare specialty (e.g. Registered Behavior Technician (RBT), Licensed Professional Counselor (LPC) **OR** Masters degree or higher in Psychology	
GISC (W)		Associates degree in discipline/qualifying field or closely related discipline.	Geospatial Science; Cartography; CADD
GOVT (A)		Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Government; Political Science
HALT (W)		Bachelor's degree in discipline/qualifying field.	Sustainable Agriculture, Soil Science, Plant Science, Botany, Agronomy, Horticulture, Plant Pathology, Agroecology, Animal Science, Agricultural Education, Environmental Science, Biology, Ecosystem Science and Management and/or other related agricultural science topics
HAMG (W)		Bachelor's degree in Hospitality Management or closely related discipline.	Hospitality Management
HART (W)		Associate's degree in discipline/qualifying field and hold Section 608 Technician Certification (Universal).	Heating, Ventilation and Air-Conditioning (HVAC); Residential Heating, Ventilation, and Air-Conditioning (HVACR); Mechanical Systems Design
HITT (W)	1353, 2339, 2346, 2361, 2435, 2443	Bachelor's degree or higher in any discipline and hold one of the following professional certifications: a) Registered Health Information Administrator (RHIA), or	

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		b) Registered Health Information Technician (RHIT)	
HITT (W)	1311 and 2272	Bachelor's degree or higher in in any discipline and hold one of the following professional certifications: a) a)Registered Health Information Administrator (RHIA), or b) Registered Health Information Technician (RHIT) **OR** Master's degree with concentration in Health Administration, Healthcare Management or closely related field.	
HITT (W)	1303, 1305, 1345, 2430, 2328	Associate's degree or higher in any discipline and hold a current healthcare certification/licensure (e.g. as a Paramedic, Licensed Vocational Nurse, Registered Nurse, Registered Respiratory Therapist, Certified Surgical Technologist, Registered Health Information Administrator, Registered Health Information Technician, etc.) **OR** Doctoral degree in Medicine, Osteopathic Medicine or Chiropractic	
HIST (A)		Master's degree in history or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	History; American Studies; Humanities/History

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
HPRS (W)	1102, 1160, 1201, 1204, 1206, 1303, 1310, 2232, 2300, 2301, 2310, 2321	Associate's degree or higher in any discipline and hold current state certification/license in an associated healthcare profession that provides direct patient care (e.g. Paramedic; Registered Nurse; Certified Nurse Aide, Electrocardiography Technician, etc.) **OR** Doctoral degree in Medicine or Osteopathic Medicine	
HPRS (W)	1272	Bachelor's degree or higher in discipline/qualifying field.	Biology, Biological Science, Life Science, Biomedical Science, Medicine, Microbiology, or Veterinary Medicine
HPRS (W)	1370, 1470, 1471, 1561	Associate's degree or higher in any field and hold one of the following professional certifications: a) Certified Registered Central Service Technician (CRCST) issued by International Association of Healthcare Central Service Material Management (IAHCSMM) or b) Certified Surgical Technologist (CST).	
HRPO (W)		Bachelor's degree in business, human resources or closely related discipline.	Business Administration, Management, Human Resources Management
HUMA (A)		Master's degree in Humanities or a master's degree in any discipline with 18 graduate hours in the discipline/qualifying fields to include 6+ graduate hours in each of at least two of the following discipline/qualifying fields: Classical Studies, Literature (English or World), Fine or	Humanities, Classical Studies, Literature (English or World), Fine or Performing Arts, History (Intellectual or Cultural), Philosophy, Religion

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		Performing Arts, History (Intellectual or Cultural), Philosophy, Religion	
IBUS (W)		Bachelor's degree in business or closely related discipline.	Business, Business Administration, Management
IFWA (W)		Bachelor's Degree or higher in discipline/qualifying field.	Food Service (Culinary Arts, Pastry Arts, etc.); Dietary; Nutrition.
IMED (W)		Associates degree in discipline/qualifying field with an emphasis in website execution.	Advertising Design, Art Direction; Arts and Technology, Digital Art, Graphic Design, Production Art, User Experience, Web Design.
IMED (W)	1316	Associate's degree in discipline/qualifying field.	Advertising Design, Art Direction, Arts and Technology, Digital Art, Graphic Design, Production Art, User Experience, Web Development/Design, User Interface/User Experience, Mobile App Development/Design, Front-End Design, Computer Art and Design.
INDS (W)		Associates degree in discipline/qualifying field.	Interior Design; Interior Architecture, Interior Layout and Planning
INEW (W)		Associates degree in discipline/qualifying field.	Advertising Design, Art Direction; Arts and Technology, Digital Art, Graphic Design, Production Art, User Experience, Web Design.
INRW (D)		Bachelor's degree in discipline/qualifying field or a Bachelor's degree with at least 18 undergraduate hours in discipline/qualifying field. (Those teaching both halves of an INRW/ENGL co-req pair must also meet credentialing minimum requirements for ENGL courses.)	Education; English; Literature; Creative writing; Reading; Writing; Linguistics; Language Arts; Journalism; ESL

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
INSR (W)		Bachelor's degree in insurance/risk management, business, finance or closely related discipline.	Business, Finance, Insurance, Risk Management
INTC (W)		Associates degree in discipline/qualifying field.	Electrical Engineering, Instrumentation, Electrical Engineering Technology, Electrical/Electronics Engineering, Electronic Engineering Technology, Industrial Automation
ITCC (W)	1314, 1344, 2320	Associate degree or higher in any field and must hold one of the following professional certifications: a. Cisco Certified Network Associate (CCNA) b. Cisco Certified Network professional (CCNP) c. Cisco Certified internetworking Expert (CCIE)	
ITCC (W)	2330, 2335	Associates degree in any discipline and hold one of the following professional certifications: a) Cisco Certified Network Professional (CCNP) b) Cisco Certified Internetwork Expert (CCIE)	
ITMT (W)		Associates degree or higher in any field and hold Microsoft 365 Certified: Modern Desktop Administrator Associate (MD-102) certification.	
ITNW (W)	1309	Associates degree or higher in any field and hold Amazon Web Services (AWS) Certified Cloud Practitioner certification	
ITNW (W)	1336	Associates degree or higher in any field and hold Amazon Web Services (AWS) Certified Solutions Architect Associate certification	

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
ITNW (W)	1351	Associates degree or higher in any field and hold one of the following professional certifications: a. Certified Wireless Technician (CWT) or b. Certified Wireless Network Administrator (CWNA)	
ITNW (W)	1354	Associate degree or higher in any field and must hold one of the following certifications: a) Microsoft Certified Solutions Associate-MS Windows Server 2012 or later, or b) Microsoft Azure Fundamentals (AZ-900)	
ITNW (W)	1358	Associates degree or higher in any field and hold one of the following professional certifications: a) CompTIA Network+, a) Cisco Certified Network Associate (CCNA), or b) Cisco Certified Network Professional (CCNP), or c) Cisco Certified Internetwork Expert (CCIE)	
ITNW (W)	1373	Associates degree or higher in any discipline and hold Amazon Web Services (AWS) Certified Cloud Practitioner certification	
ITNW (W)	1374	Associates degree or higher in any field and hold Amazon Web Services (AWS) Certified Security Specialty certification	
ITNW (W)	1375	Associates degree or higher in any field and hold Amazon Web Services (AWS) Certified SysOps Admin Associate certification	
ITNW (W)	1376	Associates degree or higher in any field and hold Microsoft Azure Administrator Associate (AZ-104) certification	

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
ITNW (W)	1378	Associates degree or higher in any field and hold Certified Wireless Network Administrator (CWNA) certification	
ITNW (W)	2327	Associates degree or higher in any discipline and hold **BOTH** of the following certifications: a) Amazon Web Services (AWS) Certified Solutions Architect Associate, and b) Amazon Web Services (AWS) Certified SysOps Admin Associate	
ITNW (W)	2370	Associates degree or higher in any discipline and hold Docker Certified Associate certification.	
ITNW (W)	2371	Associates degree or higher in any discipline and hold Certified Wireless Network Security (CWNS) certification	
ITNW (W)	2372	Associates degree or higher in any field and hold Certified Wireless Network Design (CWND) certification	
ITNW (W)	2373	Associates degree or higher in any discipline and hold Dell Technologies Certified Associate-Information Storage and Management (DCA-ISM) certification	
ITNW (W)	2375	Associates degree or higher in any discipline and hold VMWare Data Center Virtualization (VMWare DCV) certification	
ITNW (W)	1364, 2380	Associate degree or higher in any discipline and must hold one of the following professional certifications: a. CompTIA Network+ b. Cisco Certified Network Associate (CCNA) c. Cisco Certified Network Professional (CCNP)	

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		d. Cisco Certified Internetwork Expert (CCIE) e. Amazon Web Services AWS) Solutions Architect f. Microsoft Azure Foundations g. Certified Wireless Technician (CWT) i. VMWare Data Center Virtualization (VMWare-DCV	
ITSC (W)		Associates degree in discipline/qualifying field.	Computer Science; Information Systems; Database Development; Database Administration; Data Analytics, and closely-related fields.
ITSC(W)	1316	Associate degree or higher in any discipline and must hold one of the following certifications: a) LPI Linux Essentials, or b) CompTIA Linux+	
ITSC (W)	1342	Associate degree or higher in any field and must hold one of the following certifications: a. Python Certified Entry-level Programmer, b. Cisco DevNet Associate	
ITSC (W)	2325	Associate degree or higher in any discipline and must hold one of the following certifications: a. Linux Professional Institute Certification 1 (LPIC1) b. CompTIA Linux+	
ITSE (W)		Associates degree in discipline/qualifying field.	Computer Science, Information Systems; Database Development; Database Administration; Data Analytics, and closely related fields.

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
ITSW (W)		Associates degree in discipline/qualifying field.	Computer Science, Information Systems; Database Development; Database Administration; Data Analytics
ITSY (W)	1300	Associate degree or higher in any discipline and must hold at least one of the following professional certifications: a) CompTIA Security+ b) EC Council Certified Cybersecurity Technician (CCT) c) ISACA CSX Cybersecurity Practitioner (CSX-P) d) Certified Information Systems Security Professional (CISSP) e) GIAC information Security Fundamentals (GISF) f) GIAC Security Essentials (GSEC) **OR** Bachelor's degree or higher in discipline/qualifying field **OR** Masters degree or higher in discipline qualifying fields or a masters degree in any discipline with 18 graduate hours in discipline qualifying fields	Cybersecurity, Information Assurance, Digital Systems Security, information Systems Security, or closely related fields.
ITSY (W)	1371	Associate degree or higher in any field and must hold one of the following certifications: a. Open Source Intelligence (OSINT) certification b. GIAC Open Source Intelligence (GOSI) c. Certified Threat Intelligence Analyst (CTIA) d. Certified Ethical Hacker (CEH)	Cybersecurity, Information Assurance, Digital Systems Security, information Systems Security or closely related fields.

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		e. EC Council Certified Network Defender (CND) f. EC Council Licensed Penetration Tester-(Master) (LPT-Master) g. EC Council Certified Security Analyst (ECSA) h. EC Council Certified SOC Analyst (CSA) **OR** Bachelor's degree or higher in discipline/qualifying field **OR** Masters degree or higher in discipline qualifying fields or a masters degree in any discipline with 18 graduate hours in discipline qualifying fields	
ITSY (W)	1372	Bachelor's degree or higher in Psychology with at least 9 SCH of coursework in any of the following: a. Cognitive Psychology/Learning b. Social/Adjustment Psychology c. Physiological/Biological Psychology d. Developmental Psychology **OR** Bachelor's degree in discipline/qualifying field **OR** Masters degree in discipline/qualifying field or masters degree in any discipline with 18 graduate hours in discipline/qualifying fields.	Cybersecurity, Information Assurance, Digital Systems Security, information Systems Security or closely related fields.
ITSY (W)	2300	Associate degree or higher in any discipline and hold one of the following certifications:	Cybersecurity, Information Assurance, Digital Systems

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		a. Microsoft Azure Administrator Associate (AZ 104) b. Microsoft Azure Security Engineer Associate (AZ 500) c. Microsoft Azure Virtual Desktop Specialty (AZ 140) d. Microsoft Azure Cybersecurity Architect Expert (SC 100) **OR** Bachelor's degree or higher in discipline/qualifying field **OR** Masters degree in discipline/qualifying field or masters degree in any discipline with 18 graduate hours in discipline/qualifying field(s).	Security, information Systems Security or closely related fields.
ITSY (W)	2301	Associate degree or higher in any discipline and must hold at least one of the following certifications: a. LogRhythm Security Analyst (LRSA), b. Fortinet Network Security Expert (NSE) c. Palo Alto Networks Certified Cybersecurity Entry-level Technician (PCCET), d. Palo Alto Networks Certified Network Security Administrator (PCNSA), e. Palo Alto Networks Certified Network Security Engineer (PCNSE) f. Juniper Security Associate (JNCIA-SEC) g. Juniper Security Specialist (JNCIS-SEC) h. Juniper Security Professional (JNCIP-SEC)	Cybersecurity, Information Assurance, Digital Systems Security, information Systems Security or closely related fields.

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		i. Juniper Security Expert (JNCIE-SEC), j. Microsoft Azure Network Engineer Associate - AZ 700 Or Equivalent firewall certification **OR** Bachelor's degree or higher in discipline/qualifying field **OR** Masters degree in discipline/qualifying field or masters degree in any discipline with 18 graduate hours in discipline/qualifying field(s)	
ITSY (W)	2330	Associate degree or higher in any discipline and must hold one of the following certifications: a. Splunk Enterprise Certified Administrator b. Splunk Enterprise Certified Architect c. Splunk Enterprise Security Certified Administrator d. Splunk IT Service Intelligence Certified Administrator e. LogRhythm Security Analyst (LRSA) f. Fortinet Network Security Expert (NSE) g. Juniper Security Associate (JNCIA-SEC) h. Juniper Security Specialist (JNCIS-SEC) i. Juniper Security Professional (JNCIP-SEC) j. Juniper Security Expert (JNCIE-SEC) k. Microsoft Azure Network Engineer Associate - AZ 700 l. Microsoft Azure Security Engineer Associate - AZ-500 m. Google Professional Cloud Network Engineer	Cybersecurity, Information Assurance, Digital Systems Security, information Systems Security or closely related fields.

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		n. AWS-Advanced Networking Specialty Or equivalent Security Information/Event Management (SIEM) certification. **OR** Bachelor's degree or higher in discipline/qualifying field **OR** Masters degree in discipline/qualifying fields or masters degree in any discipline with 18 graduate hours in discipline/qualifying fields.	
ITSY (W)	2341	Associate degree or higher in any discipline and must hold one of the following certifications: a) Licensed Penetration Tester (LPT) b) EC-Council Certified Security Analyst (ECSA) c) Certified Ethical Hacker (CEH) d) Certified Chief Information Security Officer (CCISO)-EC Council e) Certified Information Systems Auditor (CISA) f) Certified Information Systems Security Professional (CISSP) g) Chief Information Security Manager(CISM) h) Certified in Risk Information Systems Control (CRISC) **OR** Bachelor's degree or higher in discipline/qualifying field **OR** Master's degree in discipline/qualifying field or Masters degree in any discipline	Cybersecurity, Information Assurance, Digital Systems Security, information Systems Security or closely related fields.

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		with 18 graduate hours in in discipline/qualifying field(s).	
ITSY (W)	2342	Associate degree or higher in any discipline and hold one of the following certifications: a) EC Council Security Analyst b) Certified Information Systems Security Professional (CISSP) c) Certified Ethical Hacker (CEH) d) GIAC Certified Incident Handler (GCIH) e) Certified Incident Handling Engineer (CIHE) f) Certified Computer Security Incident Handler (CSIH) g) eLearnSecurity Certified Incident Responder (eCIR) **OR** Bachelor's degree or higher in discipline/qualifying field **OR** Master's degree in discipline/qualifying field or masters degree in any discipline with 18 graduate hours in discipline/qualifying field(s).	Cybersecurity, Information Assurance, Digital Systems Security, information Systems Security or closely related fields.
ITSY (W)	2343	Associate degree or higher in any discipline and must hold one of the following certifications: a) Certified Digital Forensics Examiner (CDFE) b) Computer Hacking Forensic Investigator (CHFI) c) Certified Forensic Computer Examiner (CFCE)	Cybersecurity, Information Assurance, Digital Systems Security, information Systems Security or closely related fields.

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		d) GIAC Certified Forensic Examiner (GCFE) **OR** Bachelor's degree or higher in discipline/qualifying field **OR** Masters degree in discipline/qualifying field or masters degree in any discipline with 18 graduate hours in discipline/qualifying field(s)	
ITSY (W)	2572	Associate degree or higher in any discipline and MUST hold Certified Information Systems Security Professional (CISSP) certification, **OR** Bachelor's degree or higher in discipline/qualifying field, **OR** Masters degree in discipline/qualifying field or masters degree in any discipline with 18 graduate hours in discipline/qualifying field(s)	Cybersecurity, Information Assurance, Digital Systems Security, information Systems Security or closely related fields.
ITSY (W)	2575	Associate degree or higher in any discipline and must hold Certified Information Systems Manager (CISM) certification, **OR** Bachelor's degree or higher in discipline/qualifying field, **OR** Masters degree in discipline/qualifying field or masters degree in any discipline with 18 graduate	Cybersecurity, Information Assurance, Digital Systems Security, information Systems Security or closely related fields.

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		hours in discipline/qualifying field(s)	
ITSY (W)	**2576**	Associate degree or higher in any discipline and must hold Certified Chief Information Security Officer (CCISO) certification, **OR** Bachelor's degree or higher in discipline/qualifying field, **OR** Masters degree in discipline/qualifying fields or Masters degree in any discipline with 18 graduate hours in discipline qualifying fields	Cybersecurity, Information Assurance, Digital Systems Security, information Systems Security or closely related fields.
JAPN (A)		Master's degree in Japanese or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Japanese
KINE (A)		Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Kinesiology; Exercise Science; Fitness & Human Performance; Physical Education; Sport & Exercise Science; Sports & Leisure Studies
KINE (A)	1100 and 2100 level	Bachelor's degree in discipline/qualifying field.	Kinesiology; Exercise Science; Fitness & Human Performance; Physical Education; Sport & Exercise Science; Sports & Leisure Studies
KINE (A)	1306	Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field. Must possess current American Red Cross or American Heart Association CPR Certification.	Kinesiology; Exercise Science; Fitness & Human Performance; Physical Education; Sport & Exercise Science; Sports & Leisure Studies

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
KINE (A)	2356	Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field. Minimum of two years of experience with athletic injuries or athletic training certification/ license.	Kinesiology; Exercise Science; Fitness & Human Performance; Physical Education; Sport & Exercise Science; Sports & Leisure Studies
LGLA (W)		Juris Doctorate.	Law; Legal Environment
LGLA (W)	2339	Masters' degree in discipline/qualifying field.	Law; Legal Environment
LMGT (W)		Bachelor's degree in discipline/qualifying field or closely related discipline.	Supply Chain; Logistics Management.
MATH (D)	Less than 1000	Bachelor's degree in Mathematics or bachelor's degree with at least 18 hours of undergraduate coursework in discipline/qualifying field	Mathematics; Statistics; Mathematics Education
MATH (A)	1000 and 2000 levels	Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Mathematics; Statistics
MDCA (A)		Associate's degree, diploma or higher in any discipline and hold current certification/licensure as a Medical Assistant, Registered Nurse, Licensed Vocational Nurse, or other healthcare professional who provides direct patient care.	
MHSM (U)	3310, 3311, 3315, 4302, 4440	Master's degree or higher in discipline/qualifying fields or master's degree in any discipline with at least 18 graduate hours in discipline/qu8alifying field(s)	Health Administration, Healthcare Management, Health Information Management, Health Informatics, Health Studies, Public Health, or closely related field.
MHSM (U)	3305, 3313, 3320, 3335, 4312, 4315	Master's degree or higher in discipline/qualifying fields or master's degree in any discipline	Business Administration, Health Administration, Healthcare Management, Health Information Management, Health

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		with at least 18 graduate hours in discipline/qu8alifying field(s)	Informatics, Health Studies, Public Health, or closely related field.
MRKG (W)		Bachelor's degree in discipline/qualifying field.	Marketing; Sales
MUAP (A)		Master's degree in Music or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field(s) to include at least 9 graduate hours in applied area	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUEN (A)		Master's degree in Music or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field to include at least 9 graduate hours in the ensemble or related ensemble area	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUSB (W)		Associate's degree in discipline/qualifying field with an emphasis in Music Business.	Music Business, Music Management, Music, Music Education, Audio Engineering, Audio Production, Commercial Music
MUSC (W)		Associate's degree in discipline/qualifying field.	Audio Engineering, Audio Production, Commercial Music, Music Technology, Recording, Music, Music Education, Music Theory, Music Composition
MUSI (A)	1306, 1307, 1310	Master's degree in discipline/qualifying field with at least 9 graduate hours in Music History, Musicology, or Music Literature	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUSI (A)	1116, 1117, 1303, 1311, 1312, 2116, 2117, 2311, 2312	Master's degree in discipline/qualifying field with at least 9 graduate hours in Music Theory or Theory Pedagogy	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUSI (A)	1181, 1182, 2181, 2182	Master's degree in discipline/qualifying field with at least 9 graduate credit hours in Piano, Piano Performance, or Piano Pedagogy	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
MUSI (A)	1183, 1160, 1161, 1162, 1163	Master's degree in discipline/qualifying field with at least 9 graduate credit hours in Voice or Vocal Performance	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUSI (A)	1192	Master's degree in discipline/qualifying field with at least 9 graduate credit hours in Guitar or Guitar Performance	Music; Performance; Music History; Music Theory; Composition; Conducting; Music Education; Jazz; Jazz Education; Pedagogy
MUSP (W)		Associate's degree in discipline/qualifying field.	Audio Engineering, Audio Production, Commercial Music, Jazz, Jazz Education, Recording, Music, Music Education, Music Theory, Music Composition, Performance
NCBM (D)	Non-Course Based Mathematics less than 1000 level	Bachelor's degree in Mathematics or bachelor's degree with at least 18 graduate hours of undergraduate coursework in the discipline/qualifying field	Mathematics; Statistics; Mathematics Education
NURA (A)		Associates degree, certificate, diploma, or higher in discipline/ qualifying field and hold current license to practice as a Licensed Vocational Nurse or a Registered Nurse in Texas.	Nursing, Registered Nursing, Vocational Nursing
NUPC		Associates degree, certificate, diploma, or higher in discipline/ qualifying field and hold current license to practice as a Licensed Vocational Nurse or a Registered Nurse in Texas.	Nursing, Registered Nursing, Vocational Nursing
NURS (U)		Master's degree in Nursing OR a Master's degree with 18 graduate hours in discipline/qualifying field and hold a bachelor's degree in discipline/qualifying field(s). Must hold a current unencumbered license as a	Nursing, Nursing Education

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		Registered Nurse in the state of Texas	
OSHT (W)		Associates degree in discipline/qualifying field and hold at least one of the following certifications from the Board of Certified Safety Professionals: a) Construction Health and Safety Technician (CHST) Certificate, b) Safety Management Specialist (SMS) Certificate, c) Associate Safety Professional (ASP) Certificate, or d) Certified Safety Professional (CSP).	Architecture, Architectural Drafting, Construction Management, Civil Engineering Technology, Industrial Hygiene, Occupational Safety, Safety Management Technology, Environmental Health and Safety
OSHT (W)	1305	Associates degree in discipline/qualifying field and hold one of the following certifications: a) OSHA Construction Trainer, or b) OSHA General Industry Trainer.	Architecture, Architectural Drafting, Construction Management, Civil Engineering Technology, Industrial Hygiene, Occupational Safety, Safety Management Technology, Environmental Health and Safety
PFPB (W)		Associate's degree in Discipline/Qualifying (or closely related) field, **OR** hold current licensure as a Journeyman Plumber in the state of Texas.	Construction Technology, Construction Science, Facilities Maintenance or Industrial Maintenance, Industrial Technology, Plumbing and Pipefitting Technology, or Civil Engineering Technology
PHIL (A)		Master's degree in Philosophy or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Philosophy
PHRA (W)		Associates degree or higher in any discipline and hold current certification/licensure as a Certified Pharmacy Technician (CPhT) from the Pharmacy	

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		Technician Certification board (PTCB) or the National Healthcareer Association (NHA) **OR** Bachelor's degree or higher in pharmacy and hold a current license to practice as a pharmacist in Texas.	
PHTC (W)		Associate's degree in Photography or Art (with Photography concentration).	Photography
PHYS (A)		Master's degree in Physics/Physical Science or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field. For lab sections, Bachelor's degree in discipline/qualifying field.	Physics; physical science; astronomy
PLAB (W)		Associate's degree, certificate, diploma or higher in any field and hold current certification/ licensure in a healthcare field that provides direct patient care (e.g. Certified Medical Assistant, Registered Nurse, Licensed Vocational Nurse, etc.) **OR** Doctoral degree in Medicine or Osteopathic Medicine.	
POFI (W)		Associates degree in discipline/qualifying field.	Office Environment; Administrative Assistant; Office Manager
POFT (W)		Associates degree in discipline/qualifying field.	Office Environment; Administrative Assistant; Office Manager
PSGT (W)		Associates Degree or higher in any discipline and hold current certification as a Registered Polysomnographic Technologist (RPSGT).	

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
PSTR (W)		Associates degree in discipline/qualifying field OR an associate's degree in any discipline and hold a certificate in pastry.	Foodservice, Pastry, Culinary
PSYC (A)	2301, 2314, 2315, 2316, 2317, 2319, 2320, 2330, 2389	Master's degree in the discipline/qualifying field or a master's degree in any discipline with 18 graduate hours in the discipline/qualifying field.	Psychology, Counseling Psychology, Clinical Psychology, Social Psychology
PSYC (A)	2306 (Cross-Listed with SOCI 2306)	Master's degree in the discipline/qualifying field or a Master's degree in any discipline with 18 graduate hours in the discipline/qualifying field.	Psychology, Sociology
PTHA (W)		Associate's Degree in Physical Therapy Assisting (PTA) and hold a current license to practice as a Physical Therapist Assistant in the state of Texas. **OR** Bachelor's degree or higher in Physical Therapy (PT) with a current license to practice as a Physical Therapist in the state of Texas.	Physical Therapy, Physical Therapy Assisting
RBTC (W)		Associates degree in discipline/qualifying field.	Electronics, Electrical Engineering, Mechanical Engineering, Electrical Engineering Technology, Robotics Engineering, Robotics Engineering Technology, Industrial Automation
RECL (W)		Bachelor's degree in Sport & Recreation Management or similar discipline.	Sports and Recreation Management
RECT (W)		Bachelor's degree in Sport & Recreation Management or similar discipline.	Sports and Recreation Management
RELE (W)		Associate degree in any discipline and hold an active license as a Real Estate Broker in the state of Texas.	Real Estate

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
RNSG (W)		Master's degree in Nursing OR a Master's degree with 18 graduate hours in discipline/qualifying field(s) _and_ hold a bachelor's degree in discipline/qualifying field(s). Must hold a current unencumbered license as a Registered Nurse in the state of Texas	Nursing, Nursing Education
RSPT (W)		Associate's degree or higher in Respiratory Care and must hold current certification as a Registered Respiratory Therapist (RRT) from the National Board for Respiratory Care and be licensed to practice as a Respiratory Care Practitioner in the state of Texas.	Respiratory Therapy
RSPT (W)	1207, 1237	Associates Degree or higher in any field and must hold current certification as a Registered Polysomnographic Technologist (RPSGT).	Polysomnographic Technology
RSTO (W)		Bachelor's degree in Hospitality Management or closely related discipline.	Hospitality Management
RTVB (W)		Associate's degree in discipline/qualifying field.	Video Production, Video Technology, Media Technology, Digital Media, Digital Cinematography, Digital Filmmaking, Television, Film, Studio Production, Motion Graphics, Media Arts, Electronic Media
RUSS (A)		Master's degree in Russian or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Russian
SGNL (A)		Master's degree in discipline/qualifying field or a Master's degree in any discipline	American Sign Language; Sign Language Studies; Deaf Studies; Deaf Education; Teaching American Sign Language;

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		with at least 18 graduate hours in the discipline/qualifying field.	Communication Disorders; Deaf Education
SLNG (W)		Associate's degree in the discipline/qualifying field and must hold either: a) Board for Evaluation of Interpreters (BEI) Master Level certification or b) Registration for Interpreters (RID) certification.	Interpreter Preparation Program; Sign Language Interpreter
SLNG (W)	1207, 1321	Associate's degree in the discipline/qualifying field and must hold either: a) Board for Evaluation of Interpreters (BEI) Advanced Level certification/BEI Level III or b) Registration for Interpreters (RID) certification.	Interpreter Preparation Program; Sign Language Interpreter
SLNG (W)	1211, 1347, 1215	Associate's degree in the discipline/qualifying field.	American Sign Language; Sign Language Studies; Deaf Studies; Deaf Education; Teaching American Sign Language; Communication Disorders and Deaf Education; Interpreter Preparation Program; Sign Language Interpreter
SOCI (A)	1301, 1306, 2301, 2319, 2340, 2389	Master's degree in the discipline/qualifying field or a Master's degree in any discipline with 18 graduate hours in the discipline/qualifying field.	Sociology
SOCI (A)	2306 (Cross-Listed with PSYC 2306)	Master's degree in the discipline/qualifying field or a Master's degree in any discipline with 18 graduate hours in the discipline/qualifying field.	Psychology, Sociology
SOCW (A)		Master's degree in the discipline/qualifying field or a Master's degree in any discipline with 18 graduate hours in the discipline/qualifying field.	Social Work
SPAN (A)		Master's degree in Spanish or a Master's degree in any discipline	Spanish

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
		with at least 18 graduate hours in discipline/qualifying field.	
SPCH (A)		Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field.	Speech; Communication(s); Speech Communications; Interpersonal Communication; Communication Theory; Communication Studies; Public Address and Communication
SRGT (W)	1271, 1409, 1441, 1442, 2130, 1461, 2561	Associate's degree in any field and must hold current certification as a Certified Surgical Technologist (CST) from the National Board of Surgical Technology and Surgical Assisting.	
SUAS (W)		Associates degree in any discipline and must hold current Remote Pilot Certification from the Federal Aviation Administration (FAA Part 107 Certificate).	
TECA (A)		Master's degree in discipline/qualifying field or a Master's degree in any discipline with at least 18 graduate hours in discipline/qualifying field(s).	Child Development; Early Childhood Education; Elementary Education, Family Studies; Child Life; Family Life, and closely related fields.
TECM (W)		Bachelor's degree in discipline/qualifying field	Engineering, Engineering Technology, Mathematics, Mathematics Education, Physics
TRVM (W)		Bachelor's degree in Hospitality Management or closely related discipline.	Hospitality Management
UXUI (W)		Associate's degree in discipline/qualifying field.	Advertising Design, Art Direction, Arts and Technology, Digital Art, Graphic Design, Digital Communications and Multimedia, User Experience, Web Development/Design, User Interface/User Experience, Mobile App Development/Design, Front-End Design, Computer Art and Design, Industrial Design, Human computer Interaction.

Rubric	Course (if applicable)	Minimum Requirements	Discipline/Qualifying Fields
VNSG (W)	1577, 1578, 1579, 1230, 1238	Associate degree in Nursing and current, unencumbered license as a Registered Nurse in Texas.	Nursing
VNSG (W)	1205, 1261, 1262, 1270, 1271, 1570, 1571, 2363	Certificate in Vocational/Practical nursing with a current, unencumbered license as a Vocational Nurse in Texas.	Vocational Nursing, Practical Nursing
VTHT (W)		Associates Degree from an AVMA accredited program in Veterinary Technology and must hold current licensure as a Licensed Veterinary Technician (LVT) in the state of Texas.	
WLDG (W)	1307, 1313, 1317, 1428, 1430, 1434, 1435, 2435, 2443, 2447, 2451, 2453	Associate's degree in discipline/qualifying field.	Welding, Welding Technology, Metals Science (Metallurgy or Materials Science), Pipe Fitting; Industrial Education, Industrial Technology, Industrial Arts
WLDG (W) (Metal Arts)	1308, 1371, 1401, 1405, 2471, 2440	Associate's degree in discipline/qualifying field.	Art (Sculpture or Studio Art), Metals Science (Metallurgy or Materials Science), Metal Arts, Blacksmithing, Metalsmithing, Foundry Practices, Industrial Education, Industrial Technology, Industrial Arts

Appendix A: Foreign Credential Evaluation Services and Helpful Websites

Collin College accepts foreign transcript evaluations only from members of The National Association of Credential Evaluation Services (A listing of NACES certified international credential evaluators can be found on the following website: http://www.naces.org/members).

Faculty Credential Inventory (FCI) Form

Instructions: Use this form to create a new Faculty Credential Inventory (FCI) record. Please note that faculty members that teach multiple subjects must have a separate FCI for each subject taught.

NOTE: It is very important that you select the correct DEAN and VP PROVOST from the drop down menu. Failure to select the correct name may delay the approval since the intended person will not see the FCI when they log on. If the name of a Dean or VP Provost is missing or incorrect, please do not select the next best person or a person previously in that position. Instead contact the HRC on your campus for assistance.

FACULTY MEMBER GENERAL INFORMATION:

CWID

LAST NAME*

FIRST NAME*

FT OR PT*   ○ FT ○ PT

DEAN*

VP PROVOST*

SUBJECT*

Limited FCI?   ☐ Check the box if the faculty member is limited to teaching certain courses within a subject.
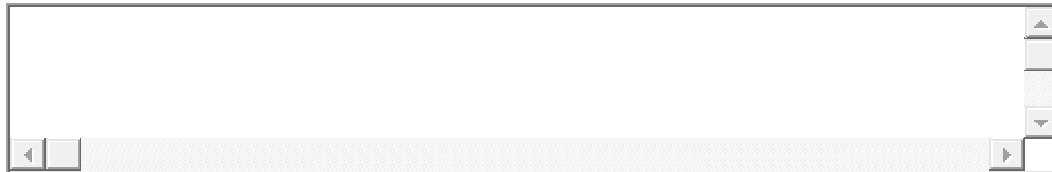
FACULTY MEMBER EDUCATION INFORMATION:

Enter below, all degrees and education records in the following format, starting with the highest level of education. School Name, Degree or Coursework, Major.

Examples:

Texas A&M Univ - Commerce, Doctor of Philosophy, Business Administration;

University of Texas at Dallas, Master of Science, Business Administration

5000
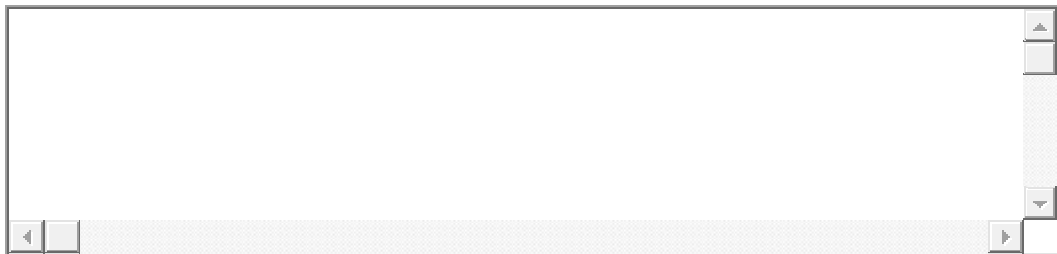
FACULTY MEMBER TEACHING CREDENTIALS:

Please select the faculty member's credentials from the following list*

CONCENTRATION (18 GRADUATE SEMESTER HOURS):

From the faculty member's transcripts, please list the 18 graduate semester hours that are directly related to the subject/courses that will be taught. Include school, course #, course title, and # semester hours.

EXAMPLE: University of Texas at Dallas-ENGL559-Language and Culture-3

Other Qualifications

[   ]

NOT QUALIFIED PER DEAN OR VP/PROVOST ☐

DEAN CERTIFICATION OF FCI ☐

DEAN CERTIFICATION SIGNATURE [   ]

DEAN CERTIFICATION DATE [   ] 🗓

FCI ENTERED BY

Date Entered

Send Email Notification to Your Manager:*

Faculty Alternative Credentials Form

Faculty Member's Name:	CWID:	Academic Dean:	Campus:

Teaching Discipline(s)/Program(s)/Course(s):

Justification for Hiring by Alternative: Provide a description that describes the faculty member's alternative qualifications. Applicable supporting documentation must be attached in the following order (see the credentials manual for more information on supporting documentation):

1. Letters certifying that exceptions to coursework is equivalent to the required coursework. These letters should come from an academic officer from the department of the granting institution that is accepting equivalency (e.g., the dean of a university math department accepting engineering coursework).
2. Professional experience documentation.
3. Professional letters of support.
4. Student letters of support.
5. Other documentation (including Credentialing Crosswalk Form, if needed).

	Signature	Date
Faculty Member from Discipline Being Credentialed		
Associate Dean/Director		
Dean		
VP/Campus Provost		
VP of Academic Affairs		
Executive Vice President		

Revised: August 2023

Credentialing Crosswalk

Faculty Member's Name	ID	Dean	Campus

Teaching Discipline(s)/Programs or Specific Courses (for limited FCI)

In addition to the New Faculty Credential Inventory form and the Alternative Credentialing Form, the Credentialing Crosswalk may be completed to help document Faculty coursework qualifications that do not directly align with the Collin College credentialing guidelines by discipline.

Faculty are qualified to teach each course listed in the discipline based on the course qualification and descriptions listed below. Rows for additional Courses and SLOs can be added or deleted, as needed

Course #1	Student Learning Outcomes	Course Qualification	Course Description
Course Rubric, Number and Title	SLO 1	*Course from transcript*	*Course description from catalog*
	SLO 2	*Course from transcript*	*Course description from catalog*
	SLO 3	*Course from transcript*	*Course description from catalog*
	SLO 4	*Course from transcript*	*Course description from catalog*
	SLO 5	*Course from transcript*	*Course description from catalog*
	SLO 6	*Course from transcript*	*Course description from catalog*
	SLO 7	*Course from transcript*	*Course description from catalog*