



Faculty Credentials and Hiring Guide

Academic Affairs

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Credentialing Guidelines Policy and Procedures

This guide serves as a reference regarding procedures and other requirements to hire faculty at Clayton State University. The information follows state and federal law, Board of Regents of the University System of Georgia regulations and policies, Southern Association of Colleges and Schools Commission on Colleges faculty credentials guidelines, and policies and guides in place by federally recognized, discipline specific accrediting bodies. Please make sure to refer to the most recent version of this guide as noted by the effective date on the title page.

Academic Deans and Department Chairs will review qualifications annually in consultation with the Academic Affairs in order to make sure that procedures are up to date concerning programs and courses offered at Clayton State and reflect changes in Board of Regents and SACSCOC guidelines and principles of accreditation.

Process for Evaluating Full-time and Adjunct Faculty Qualifications and Credentials

1. All applicants for faculty positions must submit the requirements for delineated in the job vacancy posting.
2. For faculty positions requiring academic qualifications (undergraduate transferable or graduate coursework), the applicants must also submit official academic transcripts from an accredited institution. Applicants that have degrees from outside of the United States must request a credential evaluation of their transcript. The National Association of Credential Evaluation Services (www.naces.org) lists members who may be contacted for assistance in evaluating foreign credentials.
3. For those faculty positions requiring additional or alternative qualifications (licensure, certifications, etc.), the applicant must submit the appropriate qualifying documents. All documentation must be submitted prior to consideration or interviews.
4. The evaluation of academic transcripts should be conducted prior to the interview process. Applicants that submit unofficial transcripts must submit official transcripts within one month of their start date. Failure to provide the University with official academic transcripts will result in termination of employment. For faculty positions requiring additional qualifications, copies of the appropriate documents will be made and returned to the applicant.
5. The application and all accompanying documentation will be used by the department or college to determine if the applicant has the proper credentials to teach in the discipline and at the level of the job vacancy. At this point, a Credentials Review Sheet should be prepared and submitted to Academic Affairs for review. (see Determining Faculty Credentials & SACS Guidelines sections below)

6. Only candidates that have the appropriate credentials can be considered for interviews and potential hiring.

Faculty Teaching as Part of Collaborative Agreements with USG Schools

For administrative and credentialing purposes, Clayton State University carries faculty teaching as part of collaborative agreements as unpaid, part-time adjuncts. As such, original copies of transcripts are on file at the faculty member's home institution and copies should be available upon request.

Additional Evaluation Requirements for Graduate Faculty

When hiring faculty members to teach graduate courses at the Master's level, department and program chairs are asked to complete an extra level of review to determine whether the candidate has a terminal degree in the teaching discipline or related field (see SACS Guidelines 'E' below). If the candidate will be applying for graduate faculty status, the department or program chair should complete the Graduate Faculty Course/Program Verification Form (Appendix E).

Determining Faculty Credentials

The following minimum qualifications guidelines are based on Board of Regents of the University System of Georgia Policy 8.3.1 (and its subsections) and the SACS guidelines for compliance with Comprehensive Standard 3.7.1. The guidelines apply to all instructors of record at Clayton State University.

Policy 8.3.1 Faculty Employment of the Board of Regents of the University System of Georgia specifies that "each institution shall publish comprehensive, clearly stated written policies and procedures for the recruitment and appointment of faculty members. These policies and procedures shall conform to the guidelines promulgated by the USG chief academic officer. Further, as per 8.3.1.2 Minimum Qualifications for Employment, the policy states "minimum employment qualifications for all institutions and all academic ranks within these institutions shall be:

1. Consistent with the Southern Association of Colleges and Schools' requirements for institutional accreditation;
2. Evidence of ability as a teacher;
3. Evidence of ability and activity as a scholar in all other aspects of duties assigned;
4. Successful experience (this must necessarily be waived in the case of those just entering the academic profession who meet all other requirements); and,

5. Desirable personal qualities judged on the basis of personal interview, complete biographical data, and recommendations."

SACS Guidelines

The Southern Association of College and Schools Commission on Colleges requires institutions to justify and document qualifications of faculty as part of its accreditation process. Specifically, in order to receive and maintain accreditation institutions must demonstrate compliance with Comprehensive Standard 3.7.1, which states:

"The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. "

Additionally, SACS provides the following credentials guidelines for each level/type of course taught:

- A. General Education Courses: 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. Associate Degree Courses (transferable): 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. Associate Degree (non-transferable): bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- D. 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. Graduate and Post-Baccalaureate Courses: earned doctorate or terminal degree in the teaching discipline or a related discipline.

Graduate teaching assistants should have a 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.

In order to remain in compliance with SACS standards, each department chair, program coordinator, or dean must make a clear and compelling case to support a faculty hire using the Credentials Review Sheet (see Appendix D). Appropriate supporting documentation must also be provided as evidence where necessary. Appendices A & B list the CIP Code Crosswalks for Credentialing Requirements for Undergraduate Courses (non-transferable & transferable) by discipline/program. Graduate courses are not listed individually, but instead, terminal degrees by program/discipline are listed in Appendix C.

Appendix A

Credentialing Requirements for Undergraduate Developmental (Non-transferable) Courses by Discipline/Program

CSU Course(s)	Related CIP Code	Minimum Academic Requirements	Qualifying Fields (using 2101 CIP Code Crosswalk)
ENGL 0099 – English Skills	32.0108	Master's Degree in English or qualifying field	16.01) Linguistic, Comparative, and Related Language Studies and Services 23) English Language and Literature/Letters 13.1305) English/Language Arts Teacher Education 13.1401) Teaching English as a Second or Foreign Language/ESL Language Instructor 32.0108) Developmental/Remedial English 32.0109) Second Language Learning
MATH 0097 – Elementary Algebra	32.0104	Master's Degree in Mathematics or qualifying field	32.0104) Developmental/Remedial Mathematics 27) Mathematics and Statistics 13.1311) Mathematics Teacher Education

CSU Course(s)	Related CIP Code	Minimum Academic Requirements	Qualifying Fields (using 2101 CIP Code Crosswalk)
MATH 0099 – Intermediate Algebra	32.0104	Master's Degree in Mathematics or qualifying field	32.0104) Developmental/Remedial Mathematics 27) Mathematics and Statistics 13.1311) Mathematics Teacher Education
READ 0099 – Reading Skills	32.0108	Master's Degree in English or qualifying field	13.1315) Reading Teacher Education 16.01) Linguistic, Comparative, and Related Language Studies and Services 23) English Language and Literature/Letters 13.1305) English/Language Arts Teacher Education 13.1401) Teaching English as a Second or Foreign Language/ESL Language Instructor 32.0108) Developmental/Remedial English 32.0109) Second Language Learning

Appendix B
Credentialing Requirements for Undergraduate Transferrable Courses by Discipline/Program
(Organized by College)

College of Arts & Sciences

Discipline/Program: African American Studies (CIP Code: 05.0201)		
Course	Minimum Academic Requirements	Qualifying Fields
AFAM	Master's Degree in African American Studies or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	05.0201) African-American/Black Studies. 30.2301) Intercultural/Multicultural and Diversity Studies. 05.0299) Ethnic, Cultural Minority, Gender, and Group Studies, Other. 05.0299) Ethnic, Cultural Minority, Gender, and Group Studies, Other.

Discipline/Program: Art (CIP Code: 50.0701)		
Course	Minimum Academic Requirements	Qualifying Fields
ART	Master's Degree in Art or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	50.0701) Art/Art Studies, General. 50.0702) Fine/Studio Arts, General. 50.0703) Art History, Criticism and Conservation. 50.0705) Drawing. 50.0706) Intermedia/Multimedia. 50.0708) Painting. 50.0709) Sculpture. 50.0799) Fine Arts and Art Studies, Other.

Discipline/Program: Astronomy (CIP Code: 40.0201)		
Course	Minimum Academic Requirements	Qualifying Fields
ASTR	Master's Degree in Astronomy or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	40.0801) Physics 40.0201) Astronomy. 40.0202) Astrophysics. 40.0203) Planetary Astronomy and Science.

Discipline/Program: Aviation Management (CIP Code: 49.0104)		
Course	Minimum Academic Requirements	Qualifying Fields
AVIA	Master's Degree in Aviation or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	49.0101) Aeronautics/Aviation/Aerospace Science and Technology, General. 49.0102) Airline/Commercial/Professional Pilot and Flight Crew. 49.0104) Aviation/Airway Management and Operations. 49.0105) Air Traffic Controller.

Discipline/Program: Liberal Studies (CIP Code: 24.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
BALS	Master's Degree in Qualifying Field or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	24.XX) Liberal Arts and Sciences, General Studies and Humanities. 23.XX) English Language and Literature/Letters. 54.XX) History 38.XX) Philosophy and Religious Studies 50.0703) Art History, Criticism and Conservation 50.0901) Music, General 50.0902) Music History, Literature, and Theory 50.0501) Drama and Dramatics/Theatre Arts, General. 50.0505) Theatre Literature, History and Criticism. 50.0601) Film/Cinema/Video Studies. 09.01) Communication and Media Studies.

Discipline/Program: Biology (CIP Code: 26.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
BIOL	Master's Degree in Biology or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	26.0101) Biology/Biological Sciences, General. 26.0102) Biomedical Sciences, General. 26.0307) Plant Physiology. 26.0401) Cell/Cellular Biology and Histology. 26.0502) Microbiology, General. 26.0701) Zoology/Animal Biology. 26.0702) Entomology. 26.0707) Animal Physiology. 26.0708) Animal Behavior and Ethology. 26.0709) Wildlife Biology. 26.0799) Zoology/Animal Biology, Other. 26.0502) Microbiology, General. 26.0801) Genetics, General. 26.1303) Evolutionary Biology. 26.1306) Population Biology. 26.1104) Computational Biology. 26.1503) Neurobiology and Anatomy. 26.1301) Ecology. 26.0504) Virology. 13.1322) Biology Teacher Education.

Discipline/Program: Chemistry (CIP Code: 40.0501) 26.0101		
Course	Minimum Academic Requirements	Qualifying Fields
CHEM	Master's Degree in Chemistry or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	40.0501) Chemistry, General. 40.0502) Analytical Chemistry. 40.0503) Inorganic Chemistry. 40.0504) Organic Chemistry. 40.0506) Physical Chemistry. 40.0507) Polymer Chemistry. 40.0508) Chemical Physics. 40.0509) Environmental Chemistry. 40.0510) Forensic Chemistry. 40.0511) Theoretical Chemistry. 40.0599) Chemistry, Other.

Discipline/Program: Citizenship (CIP Code: 33.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
CITZ	Master's Degree in History, Political Science or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	05.0102) American/United States Studies/Civilizations 22.0209) International Law and Legal Studies 33.0101) Citizenship Activities, General. 33.0102) American Citizenship Education 43.0301) Homeland Security 45.10) Political Science and Government 54.0101) History, General. 54.0102) American History (United States)

Discipline/Program: Communication and Media Studies (CIP Code: 09.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
CMS	Master's Degree in Communication, Film/Video, Journalism, Cinema and Media Studies, Film Studies, Rhetoric or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	09.01XX) Communication and Media Studies 09.07) Radio, Television, and Digital Communication. 09.04) Journalism 09.09) Public Relations, Advertising and Applied Communications 23.0101) English Language/Literature, General 10.0304) Animation, Interactive Technology, Video Graphics and Special Effects 50.0602) Cinematography and Film/Video Production 50.0601) Film/Cinema/Video Studies

Discipline/Program: Communications (CIP Code: 09.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
COMM	Master's Degree in Communication, Rhetoric and Composition or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	09.0100) Communication, General. 09.01XX) Communication and Media Studies 09.04XX) Journalism 09.07XX) Radio, Television, and Digital Communication 09.09XX) Public Relations, Advertising and Applied Communication 23.1304) Rhetoric and Composition.

Discipline/Program: Critical Thinking (CIP Code: 38.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
CRIT	Master's Degree in Philosophy or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	38.0101) Philosophy. 38.0102) Logic. 09.0100) Communication, General 38.0104) Applied and Professional Ethics 38.0001) Philosophy and Religious Studies, General. 38.0201) Religion/Religious Studies.

Discipline/Program: Criminal Justice (CIP Code: 43.0104)		
Course	Minimum Academic Requirements	Qualifying Fields
CRJU	Master's Degree in Criminal Justice or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	43.0103) Criminal Justice/Law Enforcement Administration. 43.0104) Criminal Justice/Safety Studies. 43.0106) Forensic Science and Technology. 43.0107) Criminal Justice/Police Science. 43.0109) Security and Loss Prevention Services. 43.0110) Juvenile Corrections. 43.0111) Criminalistics and Criminal Science. 43.0112) Securities Services Administration/Management. 43.0113) Corrections Administration. 43.0114) Law Enforcement Investigation and Interviewing. 43.0115) Law Enforcement Record-Keeping and Evidence Management. 43.0116) Cyber/Computer Forensics and Counterterrorism. 43.0117) Financial Forensics and Fraud Investigation. 42.2812) Forensic Psychology 45.0401) Criminology 22.0101) Law

Discipline/Program: Dance (CIP Code: 50.0301)		
Course	Minimum Academic Requirements	Qualifying Fields
DANC	Master's Degree in Dance or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	50.0301) Dance, General. 50.0399) Dance, Other. 50.0509) Musical Theatre

Discipline/Program: Education (CIP Code: 13.1001)		
Course	Minimum Academic Requirements	Qualifying Fields
EDUC	Master's Degree in Education or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	13.0101) Education, General. 13.1401) Teaching English as a Second or Foreign Language/ESL Language Instructor. 13.1001) Special Education and Teaching, General. 13.0301) Curriculum and Instruction. 13.1202) Elementary Education and Teaching. 13.1203) Junior High/Intermediate/Middle School Education and Teaching. 13.1205) Secondary Education and Teaching. 13.0604) Educational Assessment, Testing, and Measurement. 13.1207) Montessori Teacher Education. 13.1208) Waldorf/Steiner Teacher Education. 13.1299) Teacher Education and Professional Development, Specific Levels and Methods, Other. 13.9999) Education, Other. 13.1399) Teacher Education and Professional Development, Specific Subject Areas, Other.

Discipline/Program: English (CIP Code: 23.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
ENGL	Master's Degree in English or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	23.0101) English Language and Literature, General. 23.1301) Writing, General. 23.1302) Creative Writing. 50.0504) Playwriting and Screenwriting. 23.1303) Professional, Technical, Business, and Scientific Writing. 09.0908) Technical and Scientific Communication. 23.1304) Rhetoric and Composition. 23.1399) Rhetoric and Composition/Writing Studies, Other. 23.14) Literature. 23.1401) General Literature. 16.0104) Comparative Literature. 23.1402) American Literature (United States). 23.1404) English Literature (British and Commonwealth). 23.1405) Children's and Adolescent Literature. 23.1499) Literature, Other. 23.9999) English Language and Literature/Letters, Other. 13.1305) English/Language Arts Teacher Education

Discipline/Program: Film Production (CIP Code: 50.0602)		
Course	Minimum Academic Requirements	Qualifying Fields
FILM	Master's Degree in Film Production or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	10.0304) Animation, Interactive Technology, Video Graphics and Special Effects. 10.0201) Photographic and Film/Video Technology/Technician and Assistant. 50.0601) Film/Cinema/Video Studies. 50.0602) Cinematography and Film/Video Production. 50.0607) Documentary Production. 50.0699) Film/Video and Photographic Arts, Other.

Discipline/Program: Forensic Science (CIP Code: 43.0106)		
Course	Minimum Academic Requirements	Qualifying Fields
FOSC	Master's Degree in Forensic Science or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	43.0106) Forensic Science and Technology. 40.0510) Forensic Chemistry.

Discipline/Program: French (CIP Code: 16.0901)		
Course	Minimum Academic Requirements	Qualifying Fields
FREN	Master's Degree in French or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	16.0901) French Language and Literature. 16.0900) Romance Languages, Literatures, and Linguistics, General. 16.0999) Romance Languages, Literatures, and Linguistics, Other. 13.1325) French Language Teacher Education 13.1402) Teaching French as a Second or Foreign Language 05.0124) French Studies

Discipline/Program: Geology (CIP Code: 40.0601)		
Course	Minimum Academic Requirements	Qualifying Fields
GEOL	Master's Degree in Geology or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	40.0601) Geology/Earth Science, General. 40.0699) Geological and Earth Sciences/Geosciences, Other.

Discipline/Program: History (CIP Code: 54.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
HIST	Master's Degree in History or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	54.0101) History, General. 54.0102) American History (United States). 54.0103) European History. 30.1301) Medieval and Renaissance Studies. 54.0104) History and Philosophy of Science and Technology. 30.1501) Science, Technology and Society. 54.0105) Public/Applied History. 25.0103) Archives/Archival Administration. 30.1202) Cultural Resource Management and Policy Analysis. 54.0106) Asian History. 54.0107) Canadian History. 54.0108) Military History. 54.0199) History, Other. 05.0102) American/United States Studies/Civilization 33.2201) Ancient Studies/Civilization 13.1317) Social Science Teacher Education. 13.1328) History Teacher Education.

Discipline/Program: Human Services (CIP Code: 44.0201)		
Course	Minimum Academic Requirements	Qualifying Fields
HMSV	Master's Degree in Human Services, Counseling Psychology, or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	42.XXXX) Psychology 44.0201) Community Organization and Advocacy. 44.0701) Social Work 19.0706) Child Development 51.2208) Community Health and Preventive Medicine 51.1504) Community Health Services/Liaison/Counseling 19.0707) Family and Community Services 19.07) Human Development, Family Studies, and Related Services 51.1508) Mental Health Counseling/Counselor 13.0410) Urban Education and Leadership

Discipline/Program: Homeland Security (CIP Code: 43.9999)		
Course	Minimum Academic Requirements	Qualifying Fields
HSEM	Master's Degree in Homeland Security or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	43.03) Homeland Security 43.0301) Homeland Security 43.0302) Crisis/Emergency/Disaster Management 43.0303) Critical Infrastructure Protection 43.0304) Terrorism and Counterterrorism Operations 43.0399) Homeland Security, Other 43.9999) Homeland Security, Law Enforcement, Firefighting and Related Protective Services, Other 45.0901) International Relations and Affairs. 45.0902) National Security Policy Studies. 45.0999) International Relations and National Security Studies, Other.

Discipline/Program: Humanities (CIP Code: 24.0103)		
Course	Minimum Academic Requirements	Qualifying Fields
HUMN	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	24.XX) Liberal Arts and Sciences, General Studies and Humanities. 23.XX) English Language and Literature/Letters. 54.XX) History 38.XX) Philosophy and Religious Studies 50.0703) Art History, Criticism and Conservation 50.0901) Music, General 50.0902) Music History, Literature, and Theory 50.0501) Drama and Dramatics/Theatre Arts, General. 50.0505) Theatre Literature, History and Criticism. 50.0601) Film/Cinema/Video Studies. 09.01) Communication and Media Studies.

Discipline/Program: Integrative Studies (CIP Codes: 24.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
INTE	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	24.0101) Liberal Arts and Sciences/Liberal Studies. 24.0102) General Studies. 24.0103) Humanities/Humanistic Studies. 24.0199) Liberal Arts and Sciences, General Studies and Humanities, Other.

Discipline/Program: Journalism (CIP Code: 09.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
JOUR	Master's Degree in Journalism or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	09.01) Communication and Media Studies. 09.0100) Communication, General. 09.0101) Speech Communication and Rhetoric. 09.0102) Mass Communication/Media Studies. 09.04012) Journalism 09.0199) Communication and Media Studies, Other.

Discipline/Program: Language Arts (CIP Code: 24.0199)		
Course	Minimum Academic Requirements	Qualifying Fields
LART	Master's Degree in English/Language Arts Teacher Education or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	24.0102) General Studies. 24.0103) Humanities/Humanistic Studies. 24.0199) Liberal Arts and Sciences, General Studies and Humanities, Other. 13.1305) English/Language Arts Teacher Education 13.1331) Speech Teacher Education 13.1315) Reading Teacher Education

Discipline/Program: Military (CIP Code: 28.0301)		
Course	Minimum Academic Requirements	Qualifying Fields
MSL	<p>Master's degree in Military Science or Master's Degree with at least 18 credits in any combination of the qualifying field or Meet Senior Military Science</p> <p>Instructor Requirements: Commissioned officer in the U.S. Military; Bachelor's degree; Permanent Support minimum six years prior active or reserve military experience; Temporary Support minimum four years prior active or reserve military experience; Maintain a favorable Personnel Security Investigation (PSI) of a National Agency Check /Local Agency Check (NAC/LC); Possess a thorough knowledge of the Military organizational structure, mission objectives, function, procedures, agency regulations, and policies.; Have knowledge and experience of military training and field training evaluation. Possess tactical and leadership skills gained from successful platoon or company commander or branch equivalent experience; Have demonstrated instructor ability in military field training exercises and be able to live/instruct in a field environment for extended periods .</p>	<p>28.01) Air Force ROTC, Air Science and Operations. 28.0101) Air Force JROTC/ROTC. 28.0199) Air Force ROTC, Air Science and Operations, Other. 28.03) Army ROTC, Military Science and Operations. 28.0301) Army JROTC/ROTC. 28.0399) Army ROTC, Military Science and Operations, Other. 28.04) Navy/Marine ROTC, Naval Science and Operations. 28.0401) Navy/Marine Corps JROTC/ROTC. 28.0499) Navy/Marine Corps ROTC, Naval Science and Operations, Other. 28.0501) Air Science/Airpower Studies. 28.0502) Air and Space Operational Art and Science. 28.0503) Military Operational Art and Science/Studies. 28.0504) Advanced Military and Operational Studies. 28.0505) Naval Science and Operational Studies. 28.0506) Special, Irregular and Counterterrorist Operations. 28.0599) Military Science and Operational Studies, Other.</p>

Discipline/Program: Music (CIP Code: 50.0901)		
Course	Minimum Academic Requirements	Qualifying Fields
MUSC	Master's Degree in Music or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	50.0901) Music, General. 36.0115) Music. 50.0902) Music History, Literature, and Theory. 50.0903) Music Performance, General. 50.0904) Music Theory and Composition. 50.0905) Musicology and Ethnomusicology. 50.0906) Conducting. 50.0907) Keyboard Instruments. 50.0908) Voice and Opera. 50.0910) Jazz/Jazz Studies. 50.0911) Stringed Instruments. 50.0912) Music Pedagogy. 50.0913) Music Technology. 10.0203) Recording Arts Technology/Technician. 50.0914) Brass Instruments. 50.0915) Woodwind Instruments. 50.0916) Percussion Instruments. 50.0999) Music, Other. 50.1003) Music Management.

Discipline/Program: Administrative Management (CIP Code: 52.0401)		
Course	Minimum Academic Requirements	Qualifying Fields
OFFC	Master's Degree in Administrative Management or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	52.0401) Administrative Assistant and Secretarial Science, General. 52.0402) Executive Assistant/Executive Secretary. 52.0499) Business Operations Support and Secretarial Services, Other.

Discipline/Program: Paralegal (CIP CODE: 22.0302)		
Course	Minimum Academic Requirements	Qualifying Fields
PARA	Master's Degree in Paralegal or Legal Studies or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	22.0101) Law 22.0301) Legal Administrative Assistant/Secretary. 22.0302) Legal Assistant/Paralegal. 22.0303) Court Reporting/Court Reporter. 22.0399) Legal Support Services, Other. 22.9999) Legal Professions and Studies, Other.

Discipline/Program: Philosophy (CIP Code: 38.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
PHIL	Master's Degree in Philosophy or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	38.0101) Philosophy. 38.0102) Logic. 38.0103) Ethics. 38.0104) Applied and Professional Ethics. 51.3201) Bioethics/Medical Ethics. 38.0199) Philosophy, Other.

Discipline/Program: Physics (CIP Code: 40.0801)		
Course	Minimum Academic Requirements	Qualifying Fields
PHYS	Master's Degree in Physics or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	40.0801) Physics, General. 40.0802) Atomic/Molecular Physics. 40.0804) Elementary Particle Physics. 40.0805) Plasma and High-Temperature Physics. 40.0806) Nuclear Physics. 40.0807) Optics/Optical Sciences. 14.1003) Laser and Optical Engineering. 14.1201) Engineering Physics/Applied Physics 14.2301) Nuclear Engineering 40.0808) Condensed Matter and Materials Physics. 40.0809) Acoustics. 40.0810) Theoretical and Mathematical Physics. 40.0899) Physics, Other. 40.0202) Astrophysics

Discipline/Program: Political Science (CIP Code: 45.1001)		
Course	Minimum Academic Requirements	Qualifying Fields
POLS	Master's Degree in Political Science or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	45.1001) Political Science and Government, General. 45.1002) American Government and Politics (United States). 45.1003) Canadian Government and Politics. 45.1004) Political Economy. 45.1099) Political Science and Government, Other. 09.0904) Political Communication 22.0203) American/US Law/Legal Studies/Jurisprudence

Discipline/Program: Psychology (CIP Code: 42.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
PSYC	Master's Degree in Psychology or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	42.0101) Psychology, General. 30.1701) Behavioral Sciences. 42.27) Research and Experimental Psychology. 42.2701) Cognitive Psychology and Psycholinguistics. 42.2702) Comparative Psychology. 42.2703) Developmental and Child Psychology. 42.2704) Experimental Psychology. 42.2705) Personality Psychology. 42.2706) Physiological Psychology/Psychobiology. 30.1001) Biopsychology. 42.2707) Social Psychology. 42.2708) Psychometrics and Quantitative Psychology. 42.2709) Psychopharmacology. 42.2799) Research and Experimental Psychology, Other. 42.28) Clinical, Counseling and Applied Psychology. 42.2801) Clinical Psychology. 42.2802) Community Psychology. 42.2803) Counseling Psychology. 51.1508) Mental Health Counseling/Counselor. 42.2804) Industrial and Organizational

		<p>Psychology.</p> <p>52.1003) Organizational Behavior Studies</p> <p>42.2805) School Psychology.</p> <p>13.1101) Counselor Education/School Counseling and Guidance Services.</p> <p>13.1102) College Student Counseling and Personnel Services.</p> <p>42.2806) Educational Psychology.</p> <p>42.2807) Clinical Child Psychology.</p> <p>42.2808) Environmental Psychology.</p> <p>42.2809) Geropsychology.</p> <p>19.0702) Adult Development and Aging.,</p> <p>30.1101) Gerontology.</p> <p>42.2810) Health/Medical Psychology.</p> <p>42.2811) Family Psychology.</p> <p>19.0704) Family Systems.</p> <p>51.1505) Marriage and Family Therapy/Counseling.</p> <p>42.2812) Forensic Psychology.</p> <p>42.2813) Applied Psychology.</p> <p>42.2814) Applied Behavior Analysis.</p> <p>42.2899) Clinical, Counseling and Applied Psychology, Other.</p> <p>42.99) Psychology, Other.</p> <p>42.9999) Psychology, Other.</p>
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Discipline/Program: General Science (CIP Code: 13.1203)		
Course	Minimum Academic Requirements	Qualifying Fields
SCI	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	13.1316) Science Teacher Education 13.1301) Agricultural Teacher Education 13.1322) Biology Teacher Education 13.1323) Chemistry Teacher Education 13.1337) Earth Science Teacher Education 13.1338) Environmental Education 40.XX) Physical Sciences 26.XX) Biological and Biomedical Sciences

Discipline/Program: Sociology (CIP Code: 45.1101)		
Course	Minimum Academic Requirements	Qualifying Fields
SOCI	Master's Degree in Sociology or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	45.1101) Sociology. 45.1201) Urban Studies/Affairs. 45.13) Sociology and Anthropology. 45.1301) Sociology and Anthropology. 45.0201) Anthropology. 45.14) Rural Sociology. 45.1401) Rural Sociology. 45.99) Social Sciences, Other. 45.9999) Social Sciences, Other. 05.02XX) Ethnic, Cultural Minority, Gender, and Group Studies

Discipline/Program: Social Sciences (CIP Code: 45.0101)		
Course	Minimum Academic Requirements	Qualifying Fields
SOSC	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	45.0101) Social Sciences, General. 45.0102) Research Methodology and Quantitative Methods. 13.0603) Educational Statistics and Research Methods. 27.0501) Statistics, General. 26.1102) Biostatistics. 45.0102) Research Methodology and Quantitative Methods.

Discipline/Program: Spanish (CIP Code:16.0905)		
Course	Minimum Academic Requirements	Qualifying Fields
SPAN	Master's Degree in Spanish or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	16.0900) Romance Languages, Literatures, and Linguistics, General. 16.0904) Portuguese Language and Literature. 16.0905) Spanish Language and Literature. 16.0908) Hispanic and Latin American Languages, Literatures, and Linguistics, General. 16.0999) Romance Languages, Literatures, and Linguistics, Other.

Discipline/Program: Technology Management (CIP Code: 52.0299)		
Course	Minimum Academic Requirements	Qualifying Fields
TECH	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	52.01) Business/Commerce, General. 52.02) Business Administration, Management and Operations. 52.03) Accounting and Related Services. 52.04) Business Operations Support and Assistant Services. 52.05) Business/Corporate Communications. 52.06) Business/Managerial Economics. 52.07) Entrepreneurial and Small Business Operations. 52.10) Human Resources Management and Services. 52.11) International Business. 52.12) Management Information Systems and Services. 52.13) Management Sciences and Quantitative Methods. 52.21) Telecommunications Management. 52.99) Business, Management, Marketing, and Related Support Services, Other.

Discipline/Program: Theatre (CIP Code: 50.0501)		
Course	Minimum Academic Requirements	Qualifying Fields
THEA	Master's Degree in Theatre or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	50.05) Drama/Theatre Arts and Stagecraft. 50.0501) Drama and Dramatics/Theatre Arts, General. 50.0502) Technical Theatre/Theatre Design and Technology. 50.0504) Playwriting and Screenwriting. 50.0505) Theatre Literature, History and Criticism. 50.0506) Acting. 50.0507) Directing and Theatrical Production. 50.0509) Musical Theatre. 50.0510) Costume Design. 50.0599) Dramatic/Theatre Arts and Stagecraft, Other.

Discipline/Program: Women's Studies (CIP Code: 05.0207)		
Course	Minimum Academic Requirements	Qualifying Fields
WST	Master's Degree in Women's Studies or Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	05.02) Ethnic, Cultural Minority, Gender, and Group Studies. 05.0207) Women's Studies 30.2301) Intercultural/Multicultural and Diversity Studies. 05.0299) Ethnic, Cultural Minority, Gender, and Group Studies, Other.

College of Business

Discipline/Program: Accounting (CIP Code: 52.0301)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields (using 2010 CIP Code Crosswalk)
ACCT	Master's Degree in Accounting or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	52.0301) Accounting. 52.0302) Accounting Technology/Technician and Bookkeeping. 52.0303) Auditing. 52.0304) Accounting and Finance. 52.0305) Accounting and Business/Management. 52.0399) Accounting and Related Services, Other. 52.0801) Finance, General

Discipline/Program: General Business (CIP Code: 52.0101)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
BUSA	Master's Degree in Business, Master's Degree in Management, Master's Degree in Business Administration or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	52.01) Business 52.02) Business Administration and Management 52.03) Accounting 52.05) Business/Corporate Communications 52.06) Business/Managerial Economics 52.07) Entrepreneurship/Small Business Operations 52.08) Finance 52.09) Hospitality Administration/Management 52.10) Human Resources Management and Services 52.11) International Business 52.12) Management Information Systems and Services 52.13) Management 52.14) Marketing

Discipline/Program: Business Law (CIP Code: 52.0101)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
BLAW	Master's Degree in Business, Master's Degree in Management, Master's Degree in Business Administration or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying field.	52.01) Business 52.02) Business Administration and Management 52.03) Accounting 52.05) Business/Corporate Communications 52.06) Business/Managerial Economics 52.07) Entrepreneurship/Small Business Operations 52.08) Finance 52.09) Hospitality Administration/Management 52.10) Human Resources Management and Services 52.11) International Business 52.12) Management Information Systems and Services 52.13) Management 52.14) Marketing 22.02) Banking, Corporate, Finance and Securities Law 22.01) Law

Discipline/Program: Economics (CIP Code: 52.0601)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
ECON	Master's Degree in Economics or Master's Degree with at least 18 graduate semester hours in the qualifying field.	45.06) Economics 52.0201) Business Administration and Management, Gen 52.0601) Business and Managerial Economics

Discipline/Program: Finance (CIP Code: 52.0801 & 52.0201)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
FINA 4104, FINA 4105	Master's Degree in Finance or Master's Degree with at least 18 graduate semester hours in the qualifying field.	52.0801) Finance, General. 52.0803) Banking and Financial Support Services. 52.0804) Financial Planning and Services. 52.0806) International Finance. 52.0807) Investments and Securities. 52.0808) Public Finance. 52.0809) Credit Management. 52.0899) Finance and Financial Management Services, Other. 45.0605) International Economics
FINA 3100, FINA 3101, FINA 4101, FINA 4102, FINA 4103, FINA 4800	Master's Degree in Business Administration/Management or Master's Degree with at least 18 graduate semester hours in the qualifying field.	52.0201) Business Administration and Management, General 52.0801) Finance, General. 52.0803) Banking and Financial Support Services. 52.0804) Financial Planning and Services. 52.0806) International Finance. 52.0807) Investments and Securities. 52.0808) Public Finance. 52.0809) Credit Management. 52.0899) Finance and Financial Management Services, Other. 45.0605) International Economics

Discipline/Program: Management (CIP Code: 52.0201)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
MGMT	Master's Degree in Business Administration and Management or Master's Degree with at least 18 graduate semester hours in the qualifying field.	52.0201) Business Administration and Management, General. 52.0202) Purchasing, Procurement/Acquisitions and Contracts Management. 52.0203) Logistics, Materials, and Supply Chain Management. 52.0204) Office Management and Supervision. 52.0205) Operations Management and Supervision. 52.0206) Non-Profit/Public/Organizational Management. 52.0207) Customer Service Management. 52.0208) E-Commerce/Electronic Commerce. 52.0209) Transportation/Mobility Management. 52.0210) Research and Development Management. 52.0211) Project Management. 52.0212) Retail Management. 52.0213) Organizational Leadership. 52.0299) Business Administration, Management and Operations, Other. 11.1005) Information Technology Project Management 51.0701) Health/Health Care Administration/Management 51.0702) Hospital and Health Care Facilities Administration/Management 52.1401) Mktg/Mktg Management General 50.10XX) Human Resources Management and Services

Discipline/Program: Marketing (CIP Code: 52.1401)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
MKTG	Master's Degree in Marketing or Master's Degree with at least 18 graduate semester hours in the qualifying field.	52.0201) Business Administration and Management, General. 52.1401) Marketing/Marketing Management, General. 52.1402) Marketing Research. 52.1403) International Marketing. 52.1499) Marketing, Other 51.2011) Pharmaceutical Marketing and Management

Discipline/Program: Supply Chain Management (CIP Code: 52.0203)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
SCML	Master's Degree in Logistics, Materials, Supply Chain Management or Master's Degree in Logistics/Materials Management or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	52.0201) Business Administration and Management, General. 52.0202) Purchasing, Procurement/Acquisitions and Contracts Management. 52.0203) Logistics, Materials, and Supply Chain Management. 52.0204) Office Management and Supervision. 52.0205) Operations Management and Supervision. 52.0206) Non-Profit/Public/Organizational Management. 52.0207) Customer Service Management. 52.0208) E-Commerce/Electronic Commerce. 52.0209) Transportation/Mobility Management. 52.0210) Research and Development Management. 52.0211) Project Management. 52.0212) Retail Management. 52.0213) Organizational Leadership. 52.0299) Business Administration, Management and Operations, Other.

College of Health

Discipline/Program: Dental Hygiene (CIP Code: 51.0602)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
DHYG	Master's Degree in Dental Hygiene or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	51.06) Dental Support Services and Allied Professions 51.04) Dentistry 51.05) Advanced Graduate Dentistry and Oral Sciences

Discipline/Program: Health Care Management (CIP Code: 51.0702)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
HCMG	Master's Degree in Health/Health Care Administration/Management or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	51.0701) Health/Health Care Administration/Management. 51.0702) Hospital and Health Care Facilities Administration/Management. 51.0504) Sport/Fitness Administration/Management

Discipline/Program: Health Fitness Management (CIP Code: 31.0504)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
HFMG	Master's Degree in Health Fitness Management or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	31.0501) Health and Physical Education/Fitness, General. 31.0505) Kinesiology and Exercise Science. 31.0507) Physical Fitness Technician. 31.0508) Sports Studies. 31.0599) Health and Physical Education/Fitness, Other. 51.0913) Athletic Training/Trainer. 26.0908) Exercise Physiology

Discipline/Program: Health (CIP Code: 51.3801)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
HLTH	Master's Degree in Nursing or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	51.38XX) Registered Nursing/Registered Nurse. 51.1201) Medicine

Discipline/Program: Health Science (CIP Code: 51.0702)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
HSCI	Master's Degree in Hospital and Health Care Facilities Administration/Management or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	51.0701) Health/Health Care Administration/Management. 51.0702) Hospital and Health Care Facilities Administration/Management. 51.3899) Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing, Other.

Discipline/Program: Nursing (CIP Code: 51.380101)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
NURS	Master's Degree in Nursing or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	51.3801) Registered Nursing/Registered Nurse. 51.3802) Nursing Administration. 51.3803) Adult Health Nurse/Nursing. 51.3804) Nurse Anesthetist. 51.3805) Family Practice Nurse/Nursing. 51.3806) Maternal/Child Health and Neonatal Nurse/Nursing. 51.3807) Nurse Midwife/Nursing Midwifery. 51.3808) Nursing Science. 51.3809) Pediatric Nurse/Nursing. 51.3810) Psychiatric/Mental Health Nurse/Nursing. 51.3811) Public Health/Community Nurse/Nursing. 51.3812) Perioperative/Operating Room and Surgical Nurse/Nursing. 51.3813) Clinical Nurse Specialist. 51.3814) Critical Care Nursing. 51.3815) Occupational and Environmental Health Nursing. 51.3816) Emergency Room/Trauma Nursing. 51.3817) Nursing Education. 51.3818) Nursing Practice. 51.3819) Palliative Care Nursing. 51.3820) Clinical Nurse Leader. 51.3821) Geriatric Nurse/Nursing. 51.3822) Women's Health Nurse/Nursing. 51.3899) Registered Nursing, Nursing Administration, Nursing Research and Clinical Nursing, Other.

College of Information and Mathematical Sciences

Discipline/Program: Computer Networking Technology (CIP Code: 47.0104)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
CNET	Master's Degree in Computer Installation and Repair Technology/Technician or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	47.0104) Computer Installation and Repair Technology/Technician. 15.1202) Computer Technology/Computer Systems Technology.

Discipline/Program: Computer Science (CIP Code: 11.0701)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
CSCI	Master's Degree in Computer Science or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	11.0701) Computer Science. 14.0901) Computer Engineering, General.

Discipline/Program: Computing (CIP Code: 11.0701)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
CPTG	Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	11.0401) Information Science/Studies. 11.0103) Information Technology 52.1201) Management Information Systems, General. 11.0301) Data Processing and Data Processing Technology/Technician. 11.9999) Computer and Information Sciences and Support Services, Other. 13.0501) Educational/Instructional Technology. 11.0701) Computer Science. 14.0901) Computer Engineering, General.

Discipline/Program: Information Technology (CIP Code: 11.0401)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
ITDB	Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	11.0401) Information Science/Studies. 11.0103) Information Technology 52.1201) Management Information Systems, General. 11.0301) Data Processing and Data Processing Technology/Technician. 11.9999) Computer and Information Sciences and Support Services, Other. 11.0701) Computer Science. 14.0901) Computer Engineering, General.
ITFN	Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	11.0401) Information Science/Studies. 11.0103) Information Technology 52.1201) Management Information Systems, General. 11.0301) Data Processing and Data Processing Technology/Technician. 11.9999) Computer and Information Sciences and Support Services, Other. 13.0501) Educational/Instructional Technology. 11.0701) Computer Science. 14.0901) Computer Engineering, General.

Discipline/Program: Information Technology (CIP Code: 11.0401)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
ITMM	Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	11.0401) Information Science/Studies. 11.0103) Information Technology 52.1201) Management Information Systems, General. 11.0301) Data Processing and Data Processing Technology/Technician. 13.0501) Educational/Instructional Technology. 11.9999) Computer and Information Sciences and Support Services, Other. 11.0701) Computer Science. 14.0901) Computer Engineering, General.
ITNW	Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	11.0401) Information Science/Studies. 11.0103) Information Technology 52.1201) Management Information Systems, General. 11.0301) Data Processing and Data Processing Technology/Technician. 11.9999) Computer and Information Sciences and Support Services, Other. 11.0701) Computer Science. 14.0901) Computer Engineering, General.
ITSK	Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	11.0401) Information Science/Studies. 11.0103) Information Technology 52.1201) Management Information Systems, General. 11.0301) Data Processing and Data Processing Technology/Technician. 11.9999) Computer and Information Sciences and Support Services, Other. 11.0701) Computer Science. 14.0901) Computer Engineering, General.

Discipline/Program: Mathematics (CIP Code: 27.0101)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
MATH	Master's Degree in Mathematics or Master's Degree and 18 graduate credits in qualifying field.	27.01) Mathematics. 27.03) Applied Mathematics. 27.05) Statistics. 27.99) Mathematics and Statistics, Other. 14.XXXX) Engineering 13.1311) Mathematics Teacher Education.

Discipline/Program: WBIT (CIP Code: 11.0401)		
Course Prefix	Minimum Academic Requirements	Qualifying Fields
WBIT	Master's Degree in Computer Science or Master's Degree in Information Science/Studies or a Master's Degree with at least 18 graduate semester hours in the qualifying field.	11.0401) Information Science/Studies. 11.0103) Information Technology 52.1201) Management Information Systems, General. 11.0301) Data Processing and Data Processing Technology/Technician. 11.9999) Computer and Information Sciences and Support Services, Other. 11.0701) Computer Science. 14.0901) Computer Engineering, General.

Appendix C

Terminal Degrees by Academic Program and/or Discipline

Accounting

Terminal Degree for each discipline taught in Accounting

DBA, Ph.D. in Accounting

Ph.D. in Accounting and Business/Management

Ph.D. in Finance

J.D.-Courses in Business Law

Administrative Management

Terminal Degree for each discipline taught in Administrative Management. See qualifying fields (Appendix B) for specific degree areas.

African American Studies

Terminal Degree for each discipline taught in African American Studies

Ph.D. African-American/Black Studies

Ph.D. in Ethnic, Cultural Minority, Gender and Group Studies

Art

Terminal Degree for each discipline taught in Art

MFA in Fine Arts/Studio Arts/Visual Arts/Photography/Graphic Design/Visual Communication (also those degree programs that specify the particular field, such as Ceramics, Painting, Sculpture)

MFA Computer Arts

Ph.D. in History with emphasis in art for courses related to art history

DOA, Ph.D. in Art History, Criticism/ Conservation

Astronomy

Terminal Degree for each discipline taught in Astronomy

Ph.D. in Physics

Ph.D. in Astronomy

Ph.D. in Astrophysics

Ph.D. in Planetary Astronomy and Science

Aviation Management

Terminal Degree for each discipline taught in Aviation Management

Ph.D. in Aviation

M.S. in Aeronautics/Aviation/Aerospace Science and Technology

M.S. in Aviation/Airway Management and Operations

Biology

Terminal Degree for each discipline taught in Biology

Ph.D. in Biology/Biological Sciences/Integrative Biology

Ed.D., Ph.D. in Biology Education

Ph.D. in disciplines relevant to course being taught that are within Biological Sciences (Anatomy, Biomedical Science, Botany, Neuroscience, Earth Science, Ecology, Environmental Studies, Forensics, Genetics, Oceanography, Physiology, Microbiology, Zoology, Cell & Molecular Biology, Developmental Biology)

D.V.M.

M.D.

See also (for interdisciplinary courses for instance), other departments and their terminal degrees (Physics and Chemistry)

Biology (with Secondary Certification)

Terminal Degree for each discipline taught in Biology (with Secondary Certification).

Ph.D. in Biology

Ed.D., Ph.D. in Biology Education

Business Administration

Terminal Degree for each discipline taught in Business Administration

DBA, Ph.D. in Business Administration and Management

DBA, Ph.D. in International Business

Ph.D. in Public Management/Administration

Ph.D. in Marketing or Business Administration

Ph.D. in Hospitality Administration/Management

Ph.D. in Human Resources Management and Services

Business – General

Terminal Degree for each discipline taught in Business

DBA, Ph.D. in Business

DBA, Ph.D. in Accounting

DBA, Ph.D. in Business/Corporate Communications

DBA, Ph.D. in Business/Managerial Economics

DBA, Ph.D. in Entrepreneurship/Small Business Operations

DBA, Ph.D. in Business Administration and Management

DBA, Ph.D. in International Business

DBA, Ph.D. in Public Management/Administration

DBA, Ph.D. in Marketing or Business Administration

Ph.D. in Communication/Advertising

Ph.D. in Hospitality Administration/Management

Ph.D. in Human Resources Management and Services, Human Resources Development

Ph.D. in Management Information Systems and Services

DBA, Ph.D. in Management

DBA, Ph.D. in Marketing

DBA, Ph.D. in Economics

Ph.D. in Finance

Ph.D. in Risk Management or Insurance

J.D. – Courses in business law

Chemistry

Terminal Degree for each discipline taught in Chemistry

Ph.D. in Chemistry/Biochemistry

Ph.D. in disciplines relevant to subject matter being taught (Analytic Chemistry, Inorganic Chemistry, Organic Chemistry, Physical Theoretical Chemistry, Theoretical Chemistry, Pharmacology)

Communication and Media Studies

Terminal Degree for each discipline taught in Communication and Media Studies

Ph.D. Communication, Journalism or related program

Ph.D./MFA Film/Video

Ph.D. Cinema and Media Studies

Ph.D. Mass Communication

Ph.D. Rhetoric and Communication

Ph.D. Communication Studies

Ph.D. Telecommunications

Ph.D. Film Studies

MFA Cinema Production

MFA Computer Arts and Animation

MFA in Fine Arts or Studio Art for courses related to art

MFA Film and Digital Media

MFA Computer Arts

Computer Science

Terminal Degree for each discipline taught in Computer Science

Ph.D. in Computer and Information Sciences

Ph.D. in Electrical, Electronics and Communications Engineering

Ph.D. in Computer Engineering

Ph.D. in Computer Sciences

Ph.D. in Software Theories

Ph.D. in Systems Engineering

Ph.D. in Mathematics for courses related to computer science such as databases, algorithms, programming languages, computer science theory

Ph.D. in Statistics for courses related to computer science including software engineering, performance modeling, performance evaluation, probability and statistics

Computer Networking Technology

Terminal Degree for each discipline taught in Computer Networking Technology

M.S. Computer Installation and Repair

Ph.D. Computer Science

Ph.D. Computer Engineering

Ph.D. Systems Engineering

Ph.D. Management and Information Systems

Ph.D. Computer and Information Sciences

Ed.D., Ph.D. Instructional Technology with specialization in networking

Criminal Justice

Terminal Degree for each discipline taught in Criminal Justice

Ph.D. in Criminology

Ph.D. in Criminal Justice

J.D. – Courses in Law

Ph.D. in Sociology with Criminal Justice or Criminology concentration

Dental Hygiene

Terminal Degree for each discipline taught in Dental Hygiene
Ph.D. in Dental Hygiene
DMD

Economics

Terminal Degree for each discipline taught in Economics
Ph.D. Economics
Ph.D. Business and Managerial Economics

English

Terminal Degree for each discipline taught in English
Ph.D. in English, or related disciplinary or interdisciplinary field (Rhetoric, Composition, Creative Writing, Comparative Literature)
MFA in Creative Writing/Composition
Ph.D. in Linguistics with emphasis in English
Ph.D. in Women's Studies, Gender Studies, African-American/Black Studies, Ethnic Studies, Gay/Lesbian Studies, or Folklore Studies for Literature Courses related to Race, Ethnicity, and Culture.

English (with Secondary Certification)

Ph.D. in English, or related disciplinary or interdisciplinary field (Rhetoric, Composition, Creative Writing, Comparative Literature)
Ed.D., Ph.D. in Secondary English Education for courses related to teaching English and introductory English courses

Film Production

Terminal Degree for each discipline taught in Film Production
PhD or MFA in Film, Cinema, or Video Studies
PhD or MFA in Cinematography and Film & Video Production
PhD or MFA in Documentary Production

Finance

Terminal Degree for each discipline taught in Finance
DBA, Ph.D. in Finance
Ph.D. International Finance
Ph.D. Public Finance
Ph.D. International Economics
Ph.D. in Risk Management or Insurance
Ph.D. in Financial Planning and Services
Ph.D. in Banking and Financial Support Services
Ph.D. in Investments and Securities

French

Terminal Degree for each discipline taught in French
Ph.D. French
Ph.D. Linguistics with emphasis in French
DML, DPhil, Ph.D. French Language /Literature, Modern Language (with French specialization),

Health Science

Terminal Degree for each discipline taught in Health Science
Ph.D. Health/Health Care Administration/Management
Ph.D. Hospital and Health Care Facilities Administration/Management.
Ph.D. in Health Care Management
Ph.D. in Health Services Administration
Ph.D. Nursing

Health Care Management

Terminal Degree for each discipline taught in Health Care Management

Ph.D. Health/Health Care Administration/Management

Ph.D. in Health Services Administration

Ph.D. Hospital and Health Care Facilities Administration/Management

Ph.D. Sport/Fitness Administration/Management

DPH , Ph.D. in Public Health

Ph.D. in Sociology with concentration in health related discipline

Ph.D. in Economics, Finance, Accounting AND professional work experience in health care industry for courses related to health care finance, economics, and accounting

Health and Fitness Management

Terminal Degree for each discipline taught in Health and Fitness Management

Ph.D. Health and Fitness Management

Ph.D. Exercise Physiology

Ph.D. Kinesiology and Exercise Science

Ph.D., Ed.D. Health/Physical Education

Ph.D., Ed.D. Health Science

History

Terminal Degree for each discipline taught in History

Ph.D. in History

Ed.D., Ph.D. in History Education

Ed.D., Ph.D. in Social Studies Education for courses in introductory history courses and research methods

History (with Secondary Certification)

Terminal Degree for each discipline taught in History (with Secondary Education)

Ph.D. in History

Ed.D., Ph.D. in History Education

Ed.D., Ph.D. in Social Studies Education for courses related to teaching history and introductory history courses

Information Technology

Terminal Degree for each discipline taught in Information Technology

DBA, Ph.D. Management Information Systems, Computer Science, Management, Industrial Engineering

Ed.D., Ph.D. in Instructional Systems/Design for courses related to web development, professional development, foundations, project management, human computer interaction, e-Commerce, and MSOffice applications

Integrative Studies

This is an interdisciplinary degree offered through the departmental degree programs. The appropriate degree would depend upon the content of the discipline.

Legal Studies

Terminal Degree for each discipline taught in Legal Studies

J.D.

Liberal Studies

This is an interdisciplinary degree offered through the departmental degree programs. The appropriate degree would depend upon the content of the discipline.

Management

Terminal Degree for each discipline taught in Management

Ph.D. in Business Administration and Management

Ph.D. in Health/Health Care Administration/Management

Ph.D. in Hospital and Health Care Facilities Administration/Management

Ph.D. in Marketing/Marketing Management

Ph.D. in Organizational Psychology for courses related to organizational theory, communication and leadership, cross-culture negotiating, organizational behavior, change management, and negotiation and conflict management.

Ph.D. in Human Resource Development for courses related to training, organizational development, management development, organizational behavior, leadership, and quality management.

Marketing

Terminal Degree for each discipline taught in Marketing
DBA, Ph.D. in Marketing or Business Administration/Management
Ph.D. Pharmaceutical Marketing and Management
Ph.D. in Communication/Advertising

Master of Archival Studies

Terminal Degree for each discipline taught in Archival Studies
Master of Archival Studies
Master of Library Science with archival concentration
MS in Library and Information Science with archival concentration
Master's degree in a subject area related to archival work with **certification in archives**

Master of Arts in Liberal Studies

This is an interdisciplinary degree offered through the departmental degree programs. The terminal degree is determined by faculty member's department.

Master of Arts in Teaching English

Terminal Degree for each discipline taught in MAT English
Ed.D., Ph.D. English with emphasis in education
Ed.D., Ph.D. in Secondary English Education
Ed.D., Ph.D. Curriculum and Instruction with emphasis in English/Language Arts
Ed.D., Ph.D., Teaching English as a Second Language, Foreign Language/ESL, Language Education
Ed.D., Ph.D. Middle Level Education with emphasis in English
Ed.E., Ph.D. Elementary Education with emphasis in English

Master of Arts in Teaching Mathematics

Terminal Degree for each discipline taught in MAT Mathematics
Ed.D., Ph.D. in Mathematics with emphasis in education
Ed.D., Ph.D. in Secondary Mathematics Education
Ed.D., Ph.D. Curriculum and Instruction

Ed.D., Ph.D. Middle Level Education with emphasis in Mathematics
Ed.E., Ph.D. Elementary Education with emphasis in Mathematics

Master of Business Administration

Terminal Degree for each discipline taught in Master of Business Administration (see appropriate business area above)

Master of Health Administration

Terminal Degree for each discipline taught in Master of Health Administration (see Health Care Management above)
DPH Public Health

Master of Science in Nursing

Terminal Degree for each discipline taught in Nursing
Ph.D. in Nursing
DNP Doctor in Nursing Practice
DNS or DNSc Doctor of Nursing Science
ND Doctor of Nursing

Master of Science in Psychology

Terminal Degree for each discipline taught in Psychology (see Psychology & Human Services above)

Master of Education in Teacher Leadership

Terminal Degree for each discipline taught in Teacher Leadership
Ed.D, Ph.D. in Curriculum and Instruction
Ed.D, Ph.D. in Educational Leadership and Administration
Ed.D., Ph.D. in Research Methodology for courses related to research methods and thesis preparation
Ed.D., Ph.D. in Adult and Community Education
Ed.D., Ph.D. in Education Policy Studies

Mathematics

Terminal Degree for each discipline taught in Mathematics
Ph.D. Mathematics or Statistics
Ed.D., Ph.D. Secondary Mathematics Education
Ed.D., Ph.D. in Curriculum & Instruction with an emphasis on mathematics

Mathematics (with Secondary Certification)

Terminal Degree for each discipline taught in Mathematics (with Secondary Certification)
Ed.D., Ph.D. Secondary Mathematics Education
Ed.D., Ph.D. in Curriculum & Instruction with an emphasis on mathematics
Ph.D. Mathematics or Statistics with emphasis on education

Middle Level Education

Terminal Degree for each discipline taught in Middle Level Education
Ed.D., Ph.D. in Education or discipline-specific field of education

Military Science

Terminal Degree for each discipline taught in Military Science
M.S. in Aerospace/Military Science or in other military science discipline
Credentialing is based on a combination of education, military experience and training, years of military service and rank

Music

Terminal Degree for each discipline taught in Music
DMA, DOA, DOM, Ph.D. in Music for all History, Literature, Theory, Pedagogy and Composition disciplines
Ed. D, Ph.D. in Music Teacher Education
MFA, MM in Music for all Performance and Arts Management disciplines

Nursing

Terminal Degree for each discipline taught in Nursing

Ph.D. in Nursing

DNP Doctor in Nursing Practice

DNS or DNSc Doctor of Nursing Science

ND Doctor of Nursing

Philosophy

Terminal Degree for each discipline taught in Philosophy

Ph.D. Philosophy or Classics

Physics

Terminal Degree for each discipline taught in Physics

Ph.D. in Physics (includes atomic/molecular, elementary particle, plasma and high-temperature, nuclear, condensed matter and materials)

Ph.D. in Astrophysics

Ph.D. in Engineering Physics/Applied Physics, Nuclear Engineering

Political Science

Terminal Degree for each discipline taught in Philosophy

Ph.D. Political Science/Government/Comparative Political/International Affairs/Public Administration

J.D. – courses in politics, government or government affairs

Psychology and Human Services

Terminal Degree for each discipline taught in Psychology and Human Services

Ph.D., Psy.D. Psychology

Ph.D., Psy.D. Clinical Psychology

Ph.D. Rehabilitation Psychology

Ph.D., Ed.D. Counselor Education for courses related to human services, counseling, and introductory psychology

Ph.D., Ed.D. Counselor Education/School Counseling and Guidance Services for courses related to human services, counseling, and introductory psychology

Ph.D., Ed.D. Counseling for courses related to human services, counseling, and introductory psychology

Ph.D., Psy.D. Counseling Psychology for courses related to human services, counseling, and introductory psychology

Ed.D., Ph.D. in Educational Psychology for courses related to professional development, human services, counseling, and introductory psychology

Ph.D., Psy.D. School Psychology for courses related to human services, counseling, and introductory psychology

Ph.D., Psy.D. School Counseling for courses related to human services, counseling, and introductory psychology

Ph.D. Rehabilitation Counseling for courses related to human services, counseling, and introductory psychology

M.S.W., Master's in Social Work for courses on counseling skills

Science

Terminal Degree for each discipline taught in Science

Ph.D. in Biology/Biological Sciences; Chemistry; Physics

Ed.D., Ph.D. in Secondary Science Education for courses related to general science

Sociology

Terminal Degree for each discipline taught in Sociology

Ph.D. Sociology

Ph.D. Urban Studies and Affairs

Ph.D. Anthropology

Ph.D. Rural Sociology

Ph.D. discipline included in Ethnic, Cultural Minority, Gender, and Group Studies.

Ph.D. Social Sciences related to specific discipline taught

Spanish

Terminal Degree for each discipline taught in Spanish

Ph.D. in Spanish

DML, DPhil, Ph.D. Spanish Language/ Literature, Hispanic Language/Literature, Modern Language (with Spanish specialization)

Ph.D. Linguistics (with Spanish specialization)

Supply Chain Management

Terminal Degree for each discipline taught in Supply Chain Management

Ph.D. in Logistics

Ph.D. Supply Chain Management

Ph.D. Logistical and Materials Management

Ph.D. Business Administration, Management and Operations

Technology Management

Terminal Degree for each discipline taught in Technology Management (See qualifying fields (Appendix B) for specific degree areas.)

Theatre

Terminal Degree for each discipline taught in Theatre

DOA, Ph.D. in Drama/Theatre Arts and Stagecraft

MFA in Theatre

MFA in Dance

MFA in Creative Writing for courses related to Screenwriting and Playwriting

Women's Studies

Terminal Degree for each discipline taught in Women's Studies

Ph.D. in Women's Studies

Appendix D

Transcript Review and Justification Sheet

Name: Graduate Degrees:	Rank: Department: Teaching field(s):
JUSTIFICATION NARRATIVE <i>Include justification explanations for coursework in related discipline and any additional professional qualifications that are appropriate.</i>	

Supporting Graduate Coursework in Discipline

graduate courses taken at	course number	course title and description	Credit hours
TOTAL CREDITS IN QUALIFYING GRADUATE COURSES			

Additional Qualifications

	List of Additional Qualifications
Research and Publications	
Professional Licensure or Certification	
Special Training	
Related Work Experience	
Documented Teaching Excellence in the Discipline	
Honors, Awards or Special Recognitions	
Other Competencies or Achievements	

College Dean:

Academic Affairs:

Form to be submitted to Tammy Wilson for filing in individual's personnel file

Appendix E

Graduate Faculty Course/Program Verification Form

Name:	Rank: Department: Teaching field(s):
GRADUATE DEGREES	

GRADUATE COURSE(S) FACULTY MEMBER IS QUALIFIED TO TEACH <i>List by program or individual course</i>	
Program or Course Prefix	Course(s) Number (if applicable)

College Dean:

Academic Affairs: