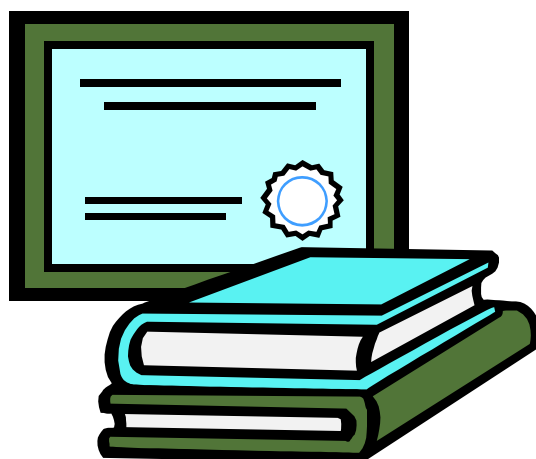


Faculty Credentials Operations Manual



Office of Education and
Student Development

February 21, 2006

OPERATIONS MANUAL

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Effective Date: 2/21/06

HCC Rule: 6HX-10-2.007

HCC Procedure: N/A

Approval Signature(s):

Director of Associate in Arts Programs

Date

Director of Technical Programs

Date

Vice President of Education and Student Development

Date

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Introduction

This handbook is intended to guide the reader through the process of credentialing faculty members at Hillsborough Community College (HCC). Both full-time and part-time faculty members are required to meet the standards set by the Southern Association of Colleges and Schools (SACS). This handbook describes the credentials needed to teach courses in each discipline and program offered at HCC.

This handbook is divided into two parts. The first part, *The Credentialing Process*, includes the standards related to faculty as identified by SACS in the *Principles of Accreditation: Foundations for Quality Enhancement*. The actual process of evaluating transcripts is then described, and the transcript evaluation form is presented. Because faculty qualifications do not always match the credentials expected for each discipline and program, the section on justifying exceptions is included. Within that subsection, the membership list of the National Association of Credential Evaluation Services is provided, as well as helpful websites for identifying the accreditation status of colleges and universities.

The second part of the handbook is the actual listing of the credentialing requirements for the disciplines and courses offered at the College. For cases in which qualifications are not clear, consult the Director of Associate in Arts Degree Programs or the Director of Technical Programs. For continued questions, the Vice President for Education and Student Development is the administrator responsible for accreditation compliance. That Office will make final rulings on credential questions.

The Credentialing Process

SACS Principles of Accreditation

The text below is quoted from the SACS Principles of Accreditation: Foundations for Quality Enhancement (<http://www.sacscoc.org/pdf/PrinciplesOfAccreditation.PDF>).

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 in accordance with the guidelines listed below. 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.

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Credential Guidelines:

- a. *Faculty teaching general education courses at the undergraduate level: doctor's 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: doctor's 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.*

HCC Process for Developing Faculty Credentials

The SACS *Principles* and other accrediting agencies will be used as the basis for identifying credentials for each area as defined in this Faculty Credentials Operations Manual. A Faculty Credentials Committee will be convened and will review the Operations Manual and the credential process each spring and make recommendations to the Vice President for Education and Student Development for any changes. The Vice President for Education and Student Development will make provisions for college-wide review of the Operations Manual following action on the Committee's recommendation.

HCC Process for Evaluating Faculty

1. An academic transcript(s) must be submitted with an application for employment for each new full-time and new part-time faculty member.
2. If a faculty member is being hired into a position that does not require an academic transcript, certification or letters of support must be submitted in lieu of a transcript.
3. When a candidate is selected for a position, an official academic transcript must be forwarded directly from the candidate's college(s)/university(ies) to the appropriate dean.
4. Official transcripts received in the Office of Human Resources should be logged in, and then the original transcript should be sent to the appropriate dean for the purposes of completing a Faculty Transcript Evaluation.
5. With regard to the nature of transcripts:
 - a. Official transcripts must be submitted for full-time faculty positions upon hire.
 - b. Unofficial transcripts may be accepted for part-time faculty positions **provided that official transcripts are submitted within 30 days of hire.**

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- c. For some institutions, if a student requests a transcript, it is automatically stamped "issued to student." Therefore, official transcripts that are marked "issued to student" may be accepted provided that the transcript is mailed directly to the HCC recipient (HR office or dean), and the HCC recipient certifies on the transcript that he/she opened it.
6. An exception form may be submitted when all necessary documentation is unable to be supplied. The form must include sufficient justification to allow the prospective faculty member to teach at the college.
7. The appropriate dean will review the candidate's academic transcript and/or other applicable certification and support document and will complete the Faculty Transcript Evaluation form (2-1-080).
 - a. The form will include the following information for faculty teaching transfer courses, including dual-technical courses:
 - i. the official transcript;
 - ii. a minimum of 18 graduate semester hours of course work completed for a faculty member's assigned discipline;
 - iii. a minimum of 18 graduate semester hours all course work completed for any other discipline that a faculty member is qualified to teach;
 - iv. verification that any necessary supporting documentation has been evaluated and is attached to the form. Examples of supporting documentation include the following:
 1. Letters from officials of foreign institutions of higher education verifying the academic credentials of the candidate;
 2. Official documentation from former employer(s) or former academic contacts (e.g., deans, chairpersons, etc.) in support of exceptional qualifications or experience.
 - b. The form will include the following information for faculty teaching non-transfer courses, including preparatory courses:
 - i. the official transcript (unless a transcript is not required);
 - ii. except where otherwise noted, a minimum of 18 semester hours of course work completed for a faculty member's assigned discipline;
 - iii. except where otherwise noted, a minimum of 18 semester hours all course work completed for any other discipline that a faculty member is qualified to teach;
 - iv. verification that any necessary supporting documentation has been evaluated and is attached to the form. Examples of supporting documentation include the following:
 1. Letters from officials of foreign institutions of higher education verifying the academic credentials of the candidate;
 2. Official documentation from former employer(s) or former academic contacts (e.g., deans, chairpersons, etc.) in support of exceptional qualifications or experience.
 3. Letters from a former employer(s) on business stationery verifying that the candidate has credit-relevant, directly related non-teaching

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experience in technical or vocational fields, in business, or in the armed services. Relevant, directly related non-teaching experience includes work experience as a journeyman, technician engineer, or trained employee level in the occupational field for which a faculty member is hired. Such experience will be allowed up to a total of ten years as a College-level experience;

4. Copies of certificates or licenses.
8. The Dean will forward to the Campus President a copy of the Faculty Transcript Evaluation form with the transcript attached.
9. If a faculty member is qualified for an assigned discipline, the Campus President will verify, sign and forward the Faculty Transcript Evaluation form and all supporting documentation by courier to one of the following offices:
 - a. For Associate in Arts and College Preparatory Instructors and Librarians - the Director of College Parallel Programs;
 - b. For Associate in Science, Associate in Applied Science, and Postsecondary Adult Vocational Education - the Director of Technical Programs; and
 - c. For Counselors - the Director of Student Services
10. If approved, the appropriate Director will sign the Faculty Transcript Evaluation form and forward with the other documentation to the Office of Human Resources.
11. If a faculty member is not qualified for an assignment, the appropriate director will notify the dean.
12. The Office of Human Resources will maintain the Faculty Transcript Evaluation form with attachments in the faculty member's personnel file.
13. Full-time and part-time faculty members will update their personnel file following completion of additional courses or degrees by requesting the initiating institution to forward an official transcript to the appropriate dean.
14. The dean will complete a new Faculty Transcript Evaluation form for additional course work after the official transcript is received, and the process will be followed as described above.

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Faculty Portfolios

Under special circumstances, faculty members may have experience that clearly contributes to student learning outcomes and that can be considered in lieu of formal academic preparation. In these cases, the faculty member may present a portfolio that documents the experience. The portfolio of the faculty member must include the following documentation:

1. The Faculty Transcript Evaluation form (2-1-080).
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 be accepted as equivalent to math coursework, the academic officer of the math department at the awarding institution should attest to the equivalency of the coursework.
 - 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, 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. The portfolio will be submitted to the Director of Associate in Arts or the Director of Technical Programs as appropriate.
4. The directors will review the portfolio and make recommendations to the Vice President for Education and Student Development, who will approve or disapprove the portfolio.
5. Upon recommendations for disapproval, the portfolio will be returned to the candidate with recommendations for additional documentation as identified.
6. Upon recommendations for approval, the portfolio will be submitted to Human Resources to be maintained as part of the faculty file.

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Foreign Credential Evaluation Services and Helpful Websites

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

Center for Applied Research, Evaluations,
& Education, Inc.
P.O. Box 20348
Long Beach, CA 90801
Phone: (562) 430-1105
Fax: (562) 430-8215
email: evalcaree@earthlink.net

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Fax: (414) 289-3411
email: eval@ece.org
<http://www.ece.org>

Education Evaluators International, Inc.
P.O. Box 5397
Los Alamitos, CA 90720-5397
Phone: (562) 431-2187
Fax: (562) 493-5021
Email: garyeei@ix.netcom.com

Education International, Inc.
29 Denton Road
Wellesley, MA 02482
Phone: (781) 235-7425
Fax: (781) 235-6831
email: edint@gis.net
<http://www.educationinternational.org>

Educational Records Evaluation Service,
Inc.
777 Campus Commons Road, Suite 200
Sacramento, CA 95825-8309
Phone: (916) 565-7475
Fax: (916) 565-7476
email: edu@eres.com
<http://www.eres.com>

Evaluation Service, Inc.
P.O. Box 85
Hopewell Jct., NY 12533
Phone: (914) 223-6455
Fax: (914) 223-6454
email: esi2@frontiernet.net
<http://www.evaluationservice.net/>

Foreign Academic Credential Service, Inc.
P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 288-1661
Fax: (618) 288-1691
<http://www.facsusa.com>

The Foreign Educational Document Service
P.O. Box 4091
Stockton, CA 95204
Phone: (209) 948-6589

Foundation for International Services, Inc.
19015 North Creek Pkwy, #103
Bothell, WA 98011
Phone: (425) 487-2245
Fax: (425) 487-1989
email: fis@mail.com
<http://www.fis-web.com>

Global Services Associates
2554 Lincoln Boulevard #445
Marina del Rey, CA 90291
Phone: (310) 828-5709
Fax: (310) 828-5709
email: global@iccas.com

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International Consultants of Delaware, Inc.
109 Barksdale Professional Center
Newark, DE 19711-3258
Phone: (302) 737-8715
Fax: (302) 737-8756
email: icd@icdel.com
<http://icdel.com>

International Education Research
Foundation, Inc.
P.O. Box 3665
Culver City, CA 90231-3665
Phone: (310) 258-9451
Fax: (310) 342-7086
email: info@ierf.org
<http://www.ierf.org>

Josef Silny & Associates, Inc.
International Education Consultants
P.O. Box 248233
Coral Gables, FL 33124
Phone: (305) 273-1616
Fax: (305) 273-1338
Fax: (305) 273-1984 (Translations)
email: info@jsilny.com
<http://www.jsilny.com>

SpanTran Educational Services, Inc.
7211 Regency Square Blvd., Suite 205
Houston, TX 77036-3197
Phone: (713) 266-8805
Fax: (713) 789-6022
<http://www.spantran-edu.com>

World Education Services, Inc.
P.O. Box 745
Old Chelsea Station
New York, NY 10113-0745
Phone: (800) 937-3895
Fax: (212) 966-6395
email: info@wes.org
<http://www.wes.org/>

The website www.collegesource.org provides accreditation information on colleges. The website www.sacscoc.org has links to the other accrediting agencies, and it provides a .pdf document of the SACS member institutions.

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Credentialing Requirements for Each Discipline/Program

Discipline/Program: Accounting			
Courses at HCC: Transfer/Non Transfer			
Transfer	Minimum Requirements	Qualifying Fields	
ACG	Master's Degree in Accounting or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields	Accounting	
TAX	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Accounting Business Business Administration Economics Finance Human Resource Management Management Marketing	
Non Transfer	Minimum Requirements	Qualifying Fields	
APA 1111 APA 1321	Bachelor's Degree in any combination of the qualifying fields and CPA certification or an Associate's Degree and demonstrated competencies in any specific discipline or program listed above	Accounting Business Business Administration	Economics Finance Management Marketing

Discipline/Program: African-American Studies			
Courses at HCC: Transfer			
Transfer	Minimum Requirements	Qualifying Fields	
AFA IDS (social/behavioral sciences) ISS	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields with an emphasis related to African American or African studies, and at least nine hours in African American topics	African-American Studies Anthropology History Humanities Political Science Sociology	

Note: IDS 2110 may be taught by any faculty member who holds a master's degree, but the course content must undergo the approval process identified in the general education operations manual.

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Discipline/Program: Anthropology		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ANT IDS (social/behavioral sciences) ISS	Master's Degree in Anthropology or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields	Anthropology Archaeology Cultural Anthropology Physical Anthropology Social Anthropology

Discipline/Program: Aquaculture		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
FAS ZOO	Master's Degree with at least 18 graduates semester hours in any combination of the qualifying fields or Master's Degree in Biology and demonstrated competencies in aquaculture related field.	Aquaculture Technology Biology and demonstrated competency Marine Biology Veterinary Science Zoology
Non Transfer		
OCB	Bachelor's Degree in any combination of the qualifying fields or an Associate's Degree and demonstrated competencies in any specific discipline or program listed above	Aquaculture Technology Biology Marine Biology Veterinary Science Zoology

Discipline/Program: Architectural Design and Construction Technology		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ARC 1211 ARC 2501 ARC 1301 BCN ARC 1302 BCT 2600C ARC 1701 SUR 2000C ARC 2201 SUR 2640 ARC 2303 TAR 1120 ARC 2304 TAR 1122 ARC 2304 TAR 2053 ARC 2461 TAR 2054 TAR 2055	Master's Degree in Architecture or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Architecture Building Construction Engineering

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Discipline/Program: Art Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ARH ART PGY	Master's Degree in Art or Fine Arts or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields	Art Fine Arts

Discipline/Program: Art Appreciation Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ARH	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields	Art Fine Arts Art Education Humanities

Discipline/Program: Astronomy Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
AST	Master's Degree in Astronomy or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields	Astronomy Environmental Science Geology Earth Science Meteorology Physics Physical Geography Physical Science

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Discipline/Program: Biological Sciences		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
BSC ISC MCB OCB PCB IDS (natural sciences)	Master's Degree in Biology or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Anatomy & Physiology Biochemistry Biology Botany Ecology Environmental Science Marine Biology Microbiology Oceanography (with a biology emphasis) Zoology

Discipline/Program: Biomedical Equipment Engineering Technology, Electronics Engineering Technology, Manufacturing Technology		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
CET EET EST 1603 EST 1607 ETD 1030 ETI ETM	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields	Biomedical Equipment Engineering Technology Computer-Integrated-Manufacturing (CIM), Electronics Engineering, Engineering Technology, Manufacturing Technology
Non Transfer	Qualifying Fields	
EST 1436 EST 2438	Bachelor's Degree in any combination of the qualifying fields or an Associate's Degree and demonstrated competencies in any specific discipline or program listed above.	Biomedical Equipment Engineering Technology Computer-Integrated-Manufacturing (CIM), Electronics Engineering, Engineering Technology, Manufacturing Technology

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Discipline/Program: Building Construction		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
BCN TAR 1120	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Architecture Architectural Studies Building Construction

Discipline/Program: Business Administration and Management		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ADV	Master's Degree with 18 graduate semester hours in marketing, MBA with an emphasis on marketing, or Master's Degree in Mass Communications.	Business with emphasis on marketing Business Administration with emphasis on marketing Mass Communications
BUL	Juris Doctor Degree with a specialty in contract law or business law or an MBA with at least 9 graduate semester hours in business law courses.	Law MBA
FIN GEB 1011 GEB 2350 GEB 2361 MAN 1949 MAN 1021 MAN 2604 MAR 1011 MAR 2156 MTB 1304 SBM TAX	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Accounting Business Business Administration Economics Finance Human Resource Management Management Marketing
ECO (except 1000)	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Economics
STA	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Education with core emphasis in statistics/measurement Economics Mathematics Statistics

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Discipline/Program: Business Administration and Management		
Courses at HCC: Transfer/Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
ECO1000 MKA GEB 1949 MNA MAN (ex- MTB 000 cept 1021, (except 2604, 1949) 1304)	Bachelor's Degree in any combination of the qualifying fields or an Associate's Degree and demonstrated competencies in any specific discipline or program listed above.	Banking Business Business Administration Customer Service Economics Finance Human Resource Management Management Marketing

Discipline/Program: Chemistry		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
CHM IDS (natural sciences)	Master's Degree in Chemistry or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields	Biochemistry Chemistry

Discipline/Program: Computer Information Systems, Computer Science, Computer Information Technology, Computer Programming, Internet Services Technology, Multimedia Technology, Networking Services Technology		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
CAP CDA CEN CET CGS CIS COP CTS GRA	Master's Degree with at least 18 graduate semester hours in Computer Science, Educational Technology supported by Computers, or any combination of qualifying fields. Professional certification is required for certain courses;* questions regarding certification should be directed to the Director of Technical Programs or the Director of Associate in Arts Programs.	Computer Information Technology Computer Information Systems Computer Programming Multimedia Technology Internet Services Office Systems/Business Education Computer Engineering Networking Services Education Supported by Computers Education Technology Supported by Computers
EME 2040	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields, including at least 9 hours in Technology.	See above.

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Discipline/Program: Computer Information Systems, Computer Science, Computer Information Technology, Computer Programming, Internet Services Technology, Multimedia Technology, Networking Services Technology
Courses at HCC: Transfer

*CEN 1300, CEN 1301, CEN 1303, CEN 1305, CEN 1306, CEN 1310, CEN 1320, CEN 1321, CEN 2313, CEN 2316	Master's degree in any discipline plus have the appropriate certification (Microsoft - MCP in the relevant area or MCSE) or 18 graduate semester hours in Computer Science related courses.	See above.
* CET 1172C, CET 1174C	Master's degree in any discipline plus have the appropriate certification (A+ certification) or 18 graduate semester hours in Computer Science related courses.	See above.
*CET 1600, CET 1610, CET 2615, CET 2620	Master's degree in any discipline plus have the appropriate certification (Cisco – CCNA) or 18 graduate semester hours in Computer Science related courses.	See above.
*CIS 1354, CIS 2355	Master's degree in any discipline plus have the appropriate certification (Network security - CompTIA Security+, CISSP, CISA, CISM, GIAC, SCP, TICSA) or 18 graduate semester hours in Computer Science related courses.	See above.
*CGS 1550	Master's degree in any discipline plus have the appropriate certification (CompTIA Network+) or 18 graduate semester hours in Computer Science related courses.	See above.

Discipline/Program: Counseling & Human Services
Courses at HCC: Transfer/Non Transfer

Transfer	Minimum Requirements	Qualifying Fields
GEY 1000 HUS	Master's Degree in mental health counseling, social work, or related discipline, and at least three years of relevant work experience. Licensure as a mental health professional in Florida is preferred.	Counseling Human Development Psychiatric Nursing Psychological Rehabilitation Mental Health Counseling Psychology with an emphasis on Counseling Social Service/Work Sociology

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Non Transfer	Minimum Requirements	Qualifying Fields
	<p>Master's Degree in mental health counseling, social work, or related discipline, and at least three years of relevant work experience. Licensure as a mental health professional in Florida is preferred.</p> <p>Clinical supervisors must possess at least a minimum of an Associate in Science Degree in Human Services. Any degree higher than the A.S. in Human Services may be in any related discipline. They also must have appropriate types of professional experience in the field of human services, which is determined by the program director.</p>	<p>Counseling Human Development Human Services Management Mental Health Counseling Psychiatric Nursing Psychological Rehabilitation Social Service/Work</p>

Discipline/Program: Counselors		
Courses at HCC: Not Applicable		
Courses	Minimum Requirements	Qualifying Fields
Not Applicable	Master's Degree with at least 18 graduate semester hours in Counseling, Guidance, Student Personnel Services, or related fields that pertain to human service professionals.	<p>Counseling Guidance Student Personnel Services</p>

Discipline/Program: Criminal Justice Officer Administration		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
<p>CCJ except CCJ 2191 CJC CJE CJL CJT DSC</p>	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields OR Juris Doctorate Degree.	<p>Criminal Justice Criminology Law Law Enforcement/Corrections Law Enforcement/Corrections-related field Homeland Security Crime Scene/Forensics</p>

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CCJ 2191	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields OR Master Degree with at least 18 graduate semester hours in Psychology with criminal justice experience OR Juris Doctorate Degree.	See above.
Non Transfer	Minimum Requirements	Qualifying Fields
Police Academy Courses: CJD CJK	Associates Degree and demonstrated competencies in any of the qualifying fields OR a High School Diploma or GED and demonstrated competencies in any of the qualifying fields, OR Juris Doctorate Degree AND be Certified by CJSTC as an instructor or eligible to teach under CJSTC rules without certification.	Criminal Justice Criminology Law Law Enforcement/Corrections Law Enforcement/Corrections-related field Homeland Security Crime Scene/Forensics

Discipline/Program: Criminal Justice Technology		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
CCJ except CCJ 2191 CJC CJE CJL CJT DSC	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields OR Juris Doctorate Degree.	Criminal Justice Criminology Law Law Enforcement/Corrections Law Enforcement/Corrections-related field Homeland Security Crime Scene/Forensics
CCJ 2191	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields OR Master Degree with at least 18 graduate semester hours in Psychology with criminal justice experience OR Juris Doctorate Degree.	See above.

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Discipline/Program: Culinary Arts and Culinary Management
Courses at HCC: Transfer/Non Transfer

Transfer		Minimum Requirements	Qualifying Fields
HFT FSS 1223 FSS 1246C FSS 1248C FSS 1249C FSS 1500 FSS 1941 FSS 1942	FSS 1943 FSS 1944 FSS 1945 FSS 1946 FSS 2100 FSS 2110 FSS 2120 FSS 2271	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Culinary Arts Culinary Management Food/Nutrition Vocational/occupational education with a certificate in culinary arts/management
Non Transfer		Minimum Requirements	Qualifying Fields
APA 1321 FOS 2521		Bachelor's Degree in any combination of the qualifying fields or an Associate's Degree and demonstrated competencies in any specific discipline or program listed above.	Culinary Arts Culinary Management Food/Nutrition Vocational/occupational education with a certificate in culinary arts/management

Discipline/Program: Dance
Courses at HCC: Transfer

Transfer	Minimum Requirements	Qualifying Fields
DAA DAN	Master's Degree in Dance or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Dance

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Discipline/Program: Dental Assisting		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
DES	<p>The program manager must have a Bachelor’s Degree or be currently enrolled in a Bachelor’s Degree program, have had instruction in educational methodology or be currently working toward that objective, and be certified by the Dental Assisting National Board as a “Certified Dental Assistant.”</p> <p>Dental assisting faculty must have earned at least a Bachelor’s Degree or be currently enrolled in a Bachelor’s Degree program.</p> <p>Dental assisting preclinical and clinical faculty must be a Dental Assisting National Board “Certified Dental Assistant”.</p>	Dental Assisting

Discipline/Program: Dental Hygiene		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
DES, DEH	<p>Bachelor’s degree in any combination of the qualifying fields.</p> <p>Florida licensed dental hygienist or dentist.</p> <p>Dental hygiene preclinical and clinical faculty must have an associate degree in dental hygiene and be a licensed dental hygienist.</p>	Education Health Nursing or related field.

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Discipline/Program: Diagnostic Medical Sonography		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
SON	<p>The program manager (director) will be appropriately credentialed sonographer and/or vascular technologist. He/she must have the equivalent of two years' full-time clinical experience as a diagnostic medical or cardiac sonographer and/or vascular technologist; adequate educational skills and administrative experience; and shall possess an academic degree, or educational equivalent at least equal to that for which the students in the program are being prepared.</p> <p>Didactic faculty must hold an ARDMS certification and academic preparation coupled with work experience (minimum academic degree must be at the same level at which the faculty member is teaching)</p> <p>Clinical faculty must hold an ARDMS certification</p>	<p>Education Health Nursing or related field.</p>

Discipline/Program: Early Childhood Management		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
EEC CHD 1800	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields	<p>Early Childhood Education, Early Education, Pre-School Education, Pre-Kindergarten Psychology (with emphasis in childhood development)</p>

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Discipline/Program: Economics		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ECO 1013 ECO 1023	Master's Degree in Economics or a Master's Degree with at least 18 hours in any combination of the qualifying fields.	Economics
Non Transfer	Minimum Requirements	Qualifying Fields
ECO 1000	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Economics

Discipline/Program: Education		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
EDF 1005 EDG 1949 EDG 2701 EDP 2200	Master's Degree with at least 18 hours in any combination of the qualifying fields	Adult Education Elementary Education Higher Education Secondary Education
EME	Master's Degree with at least 18 hours in any combination of the qualifying fields	Adult Education Computer Information Systems Education Technology Elementary Education Higher Education Secondary Education
Non Transfer	Minimum Requirements	Qualifying Fields
EDG 2025	Bachelor's Degree in any combination of the qualifying fields or an Associate's Degree and demonstrated competencies in any specific discipline or program listed above.	Adult Education Elementary Education Higher Education Secondary Education

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Discipline/Program: Emergency Medical Services (EMT/Paramedic)		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
EMS	<p>Appropriate academic preparation in emergency medical services or academic preparation coupled with work experience (minimum academic degree must be at the same level at which the faculty member is teaching)</p> <p>According to the Commission on Accreditation of Allied Health Education Programs (CAAHEP) the program director shall possess a Bachelor's Degree or higher from an accredited institution of higher education, and the program director should be certified as a paramedic by a nationally recognized certifying organization.</p> <p>The instructional faculty shall be certified as a paramedic by a nationally recognized certifying organization.</p>	Emergency Medical Technician/ Paramedic

Discipline/Program: Engineering		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
See Biomed. Equipment et.al.	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields	Engineering Manufacturing Technology Computer-Integrated- Manufacturing Electrical Engineering Engineering Technology Mechanical Engineering Civil Engineering

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Discipline/Program: Environmental Science Technology		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
EVR EVS GEO FNR IDS (natural sciences) ORH	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Air/Water Quality Biology Civil/Environmental Engineering Environmental Science GIS/GPS Natural Resource Conservation/Management

Discipline/Program: Fire Science Technology		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
FFP (except 2484C and 2490C)	Master's Degree in Fire Science or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields or a Master's Degree and professional certification in Fire Science; questions regarding certification should be directed to the Director of Technical Programs or the Director of Associate in Arts Programs.	Fire Science
Non Transfer	Minimum Requirements	Qualifying Fields
FFP 2484C FFP 2490C	Bachelor's Degree in any combination of the qualifying fields or an Associate's Degree and demonstrated competencies in any qualifying field and professional certification in Fire Science.	Fire Science

Discipline/Program: Foundation Studies in Architectural Design		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ARC	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Architecture Architectural Studies

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Discipline/Program: French		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
FRE	Master's Degree in French or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	French

Discipline/Program: German		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
GER	Master's Degree in German or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	German

Discipline/Program: Health Sciences		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
HLP 1081 HLP 2000 HSC 2100 HSC 2400	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Exercise Physiology Health and Physical Education Wellness
Non Transfer	Minimum Requirements	Qualifying Fields
HSC 1102 HSC 1641 HSC 1220 HSC 1530 HSC 1531	Bachelor's Degree in any combination of the qualifying fields or an Associate's Degree and demonstrated competencies in any specific discipline or program listed above.	Community Health Health Management and Supervision Health Services Administration/Management Nursing Public Health

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Discipline/Program: History		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
AMH EUH IDS (social/behavioral sciences) ISS LAH HIS	Master's Degree in History or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	History

Discipline/Program: Hospitality and Tourism Management		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
APA 1321 HFT FSS 1223 FSS 1944 FSS 1246C FSS 1945 FSS 1248C FSS 1946 FSS 1249C FSS 2100 FSS 1500 FSS 2110 FSS 1941 FSS 2120 FSS 1942 FSS 2271 FSS 1943	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Food/Nutrition Hospitality Tourism Vocational/occupational education with a certificate in hospitality and/or tourism arts/management
Non Transfer	Minimum Requirements	Qualifying Fields
	Bachelor's Degree in any combination of the qualifying fields or an Associate's Degree and demonstrated competencies in any specific discipline or program listed above.	Food/Nutrition Hospitality Tourism Vocational/occupational education with a certificate in hospitality and/or tourism arts/management

Discipline/Program: Human Nutrition		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
HUN 2201	Master's Degree with at least 18 graduate semester hours in nutrition or a Master's Degree in a health field with certification in nutrition.	Health Field with certification in nutrition

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Discipline/Program: Humanities		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ARH HUM	<p>A Master's Degree in Humanities or a Master's Degree with at least 18 graduate semester hours in humanities</p> <p style="text-align: center;">or</p> <p>A Master's Degree in Liberal Arts with a humanities core</p> <p style="text-align: center;">or</p> <p>If the Master's Degree is not in humanities or does not include 18 graduate hours in humanities, it must include at least 18 graduate semester hours representing at least three of the qualifying fields listed.</p>	<p>American Studies with a humanities topic focus</p> <p>Art</p> <p>Classics</p> <p>English/Literature</p> <p>Foreign Languages with a humanities topic focus</p> <p>Humanities</p> <p>Interdisciplinary Studies with Humanities Focus</p> <p>Liberal/General Studies with Humanities Focus</p> <p>Music</p> <p>Philosophy</p> <p>Religion/Theology</p> <p>Theatre</p> <p>Western/Eastern Civilization</p>

Discipline/Program: IDS 2110 Connections		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
IDS 2110	<p>Master's Degree in any discipline – course content must undergo the approval process identified in the general education operations manual.</p>	<p>See minimum requirements</p>

Discipline/Program: Italian		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ITA	<p>Master's Degree in Italian or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.</p>	<p>Italian</p>

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Discipline/Program: Journalism/Mass Communications		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ADV	Master's Degree with 18 graduate semester hours in marketing, MBA with an emphasis on marketing, or Master's Degree in Mass Communications.	Business with emphasis on marketing Business Administration with emphasis on marketing Mass Communications
JOU MMC	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields including at least six graduate semester hours in Journalism or Mass Communications.	English Literature English, Mass Curriculum Communi- cations English, Rhetoric and Research Composition Grammar Technical Journalism Writing Language Arts

Discipline/Program: Landscape and Horticulture Technology		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
AEB HOS IPM ORH SOS	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Agriculture Agronomy Botany Environmental Horticulture Technology Horticulture Ornamental Horticulture Plant Science

Discipline/Program: Legal Assisting		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
PLA	Juris Doctorate or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Law

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Discipline/Program: Librarians		
Courses at HCC: Not Applicable		
Courses	Minimum Requirements	Qualifying Fields
Not Applicable	Master's Degree with at least 18 graduate semester hours in Library Science or in Learning Resources.	Not Applicable

Discipline/Program: Library Science		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
LIS	Master's Degree in Library Science/Studies or in Learning Resources or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Library Science

Discipline/Program: Mathematics		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
MAC MAS MAD MAT 1033 MAE MGF 1106 MAP MGF 1107 MGF 2118	Master's Degree in Mathematics or a Master's Degree with at least 18 graduate semester hours in mathematics	Mathematics Statistics
STA	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Education with core emphasis in statistics/measurement Economics Mathematics Statistics
Non Transfer	Minimum Requirements	Qualifying Fields
MAT 0 --- MGF 1119	Bachelor's Degree with at least 18 semester hours in undergraduate or graduate level mathematics.	Applied Science Business Chemistry Engineering Graduate training in remedial education Mathematics Physics Statistics

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Discipline/Program: Military Science		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
AFR MSL	Master's Degree in Military Science or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Military Science

Discipline/Program: Music		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
MUL MVB MUM MVK MUN MVP MUO MVS MUS 1010 MVV MUT MVW	<p>Master's Degree in Music or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.</p> <p>For the applied music courses (those courses with prefixes of MVB, MVK, MVP, MVS, MVV, MUN, or MUO), the experience, training, and expertise of the faculty member may be considered as comparable to the academic requirements of a master's degree in music if the experience, training, and expertise clearly adds value to student learning outcomes. In these cases, a portfolio will be prepared for approval that includes the following:</p> <ul style="list-style-type: none"> • A transcript evaluation; • Documentation of professional performances (e.g., playbills, programs, etc.), and • A copy of a performance certificate or artist diploma, if available, with demonstrated competencies and performance skills relevant to the specified applied music area, and • The dean's documented evaluation of the faculty member's performance as provided by the faculty member in a performance demonstration prior to being hired. 	Music

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Discipline/Program: Nuclear Medicine Technology		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
NMT	<p>The Program Director must be a nuclear medicine technologist, physician, or other allied health person knowledgeable about nuclear medicine technology and education methods, must also be certified by a nationally recognized certifying board, American Registry of Radiologic Technologists, or possess equivalent suitable qualifications, and must possess one of the following:</p> <ul style="list-style-type: none"> • A Bachelor’s Degree in nuclear medicine technology or related field with a minimum of two years of postgraduate professional experience; • An Associate’s Degree related to nuclear medicine with a minimum of four years of postgraduate professional experience; or • A minimum of five year of post-certification (or equivalent suitable qualifications) professional experience. <p>Faculty and/or instructional staff must demonstrate, by education as described above, by certification, and by experience the ability to teach effectively at the appropriate nuclear medicine technology educational level.</p>	Nuclear Medicine

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Discipline/Program: Nursing		
Courses at HCC: Non Transfer (Note: these courses transfer in the AS to BS articulation but are not accepted as transfer credit for an AA degree)		
Non Transfer	Minimum Requirements	Qualifying Fields
NUR	Master's Degree in the teaching discipline for all full-time faculty. Clinical supervision: Bachelor's Degree in any combination of the qualifying fields. Functions under supervision of full-time faculty.	Nursing

Discipline/Program: Office Management Technology/Office Systems Technology		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
OST 1100 OST 21- OST 1110 OST 2251 OST 114- OST 2357 OST 1335 OST 2611 OST 1345 OST 2612 OST 1355 OST 2722 OST 1741 OST 2742 OST 18- OST 2743 OST 2826	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Business Business Education Computer Information Systems Education Supported by Computers Education Technology Supported by Computers
OST 1211 OST 2402 OST 1330 OST 2501 OST 1382 OST 2601 OST 19-	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Business Education
Non Transfer	Minimum Requirements	Qualifying Fields
HIM (except 1430, 1436, 1440) OST 2135 OST 2611 OST 2612	Bachelor's Degree in any combination of the qualifying fields or AS Degree and National Certification by American Academy of Professional Coders.	Business Business Education
HIM 1430 HIM 1436 HIM 1440 HSC 1531	Bachelor's Degree in any combination of the qualifying fields or AS Degree and registered nurse license.	Nursing Pharmacy Pharmacology

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Discipline/Program: Optical Management Technology and Opticianry		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
OPT	<p>According to the Commission on Opticianry Accreditation (COA), the program director must possess the following qualifications:</p> <ul style="list-style-type: none"> - A baccalaureate degree - At least 3 years practical experience - Certification by the American Board of Opticianry or equivalent - Certification by the National Contact lens Examiners or equivalent. - A license to practice in the state in which the program is located. <p>The instructors must be individually qualified by education and experience, must be affective in teaching subjects assigned, and must meet the standards required by the sponsoring institution. Teaching faculty for spectacle dispensing must be certified by the American Board of Opticianry and licensed in the state in which the program is located. Teaching faculty for contact lens fitting must be certified by the national Contact Lens Examiners and licensed in the state in which the program is located. Qualified faculty must provide appropriate and documented oversight for all distance delivery of education, ensuring both the rigor of those courses and quality of instruction.</p>	Optical Management Opticianry

Discipline/Program: Philosophy		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
PHI	Master's Degree in Philosophy or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Ethics Logic Philosophy

Note: IDS 2110 may be taught by any faculty member who holds a master's degree, but the course content must undergo the approval process identified in the general education operations manual.

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Discipline/Program: Physical Fitness		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
PEM 1101 PET 2622	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Fitness& Conditioning Physical Education Weight Training Aerobics Intercollegiate Athletics Prevention and Care of Athletic Injuries Kinesiology
PEL PEM 1131 PEM 1141 PEM 1405 PEM 1954 PEM 2930 PEN	Associate's Degree with expertise in the course being offered – certification or appropriate documentation must be provided.	Expertise in the course being offered.

Discipline/Program: Physical Sciences		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
AST GLY IDS (natural sciences) ISC MET PSC	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Astronomy Physical Earth Science Geography Geology Physical Meteorology Science Oceanography Physics

Discipline/Program: Physics		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
IDS (natural sciences) PHY	Master's Degree in Physics or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields. Engineering coursework may be included if it has a physics focus.	Physics

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Discipline/Program: Political Science		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
IDS (social/behavioral sciences) ISS POS	Master's Degree in Political Science or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields (one or two graduate-level courses with political science content that represent regional perspectives such as African studies, Asian studies, or Hispanic studies may be counted). A Juris Doctorate may be used to satisfy academic preparation for teaching American Government.	Political Science

Discipline/Program: Psychology		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
CLP DEP IDS (social/behavioral sciences) ISS PSY SOP	Master's Degree in Psychology or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.*	Psychology
*Counseling and educational psychology courses cannot be counted unless the course content is the same as a course normally found in a graduate psychology program. One or two related counseling or educational psychology courses may be considered if the remaining graduate psychology program content is strong.		

Note: IDS 2110 may be taught by any faculty member who holds a master's degree, but the course content must undergo the approval process identified in the general education operations manual.

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Discipline/Program: Radiation Therapy Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
RAT	<p>The program director must hold a master’s degree and be proficient in curriculum design, program administration, evaluation, instruction and counseling. Documents three years full-time experience in the professional discipline and two years experience as an instructor on a JRCERT accredited program. Holds ARRT certification or equivalent and registration in the pertinent discipline.</p> <p>Didactic faculty must be qualified to teach the subject (minimum academic degree must be at the same level at which the faculty member is teaching) knowledgeable of course development, instruction, evaluation and academic counseling, hold appropriate professional credentials as applicable.</p> <p>Clinical coordinators must hold a baccalaureate degree and be proficient in curriculum development, supervision, instruction, evaluation and counseling, documents two years full-time experience in professional discipline, one year experience as an instructor in a JRCERT accredited program; holds an ARRT certification or equivalent and registration in the pertinent discipline.</p>	Radiation Therapy

Note: IDS 2110 may be taught by any faculty member who holds a master’s degree, but the course content must undergo the approval process identified in the general education operations manual.

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Discipline/Program: Radio and Television Broadcast Programming
Courses at HCC: Transfer

Transfer		Minimum Requirements	Qualifying Fields
FIL RTV 2000 RTV 1941 RTV 22-	RTV 2300 RTV 2460 VIC RTV 2942 RTV 2944	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Broadcasting Communication Arts with an emphasis on Radio/TV/Film Radio-Television

Note: IDS 2110 may be taught by any faculty member who holds a master's degree, but the course content must undergo the approval process identified in the general education operations manual.

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Discipline/Program: Radiography/American Registry of Radiologic Technologist Option/ Pediatric Radiography		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
RTE	<p>The program Director must possess at least a bachelor's degree, Master's Degree preferred, and hold an American Registry of Radiologic Technologists (ARRT) certification or equivalent and registration in the pertinent discipline. Must be proficient in curriculum design, program administration, evaluation, instruction, and counseling. The equivalent of three years full-time experience in the professional discipline and two years experience as an instructor in a JRCERT accredited program is required.</p> <p style="padding-left: 40px;">Didactic Faculty must be qualified to teach the subject; is knowledgeable of course development, instruction, evaluation, and academic counseling; holds appropriate professional credentials, if applicable.</p> <p style="padding-left: 40px;">Clinical Faculty must hold ARRT certification.</p> <p style="padding-left: 40px;">Clinical Coordinator must possess at least a bachelor degree and hold ARRT certification or equivalent and registration in the pertinent discipline. Must be proficient in curriculum development, supervision, instruction, evaluation, and counseling. The equivalent of two years full-time experience in the professional discipline and a minimum of one year of experience as an instructor in a JRCERT accredited program is required.</p>	Radiography

Note: IDS 2110 may be taught by any faculty member who holds a master's degree, but the course content must undergo the approval process identified in the general education operations manual.

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Discipline/Program: Reading		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
REA 1--- REA 2---	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Reading Reading Education
Non Transfer	Minimum Requirements	Qualifying Fields
REA 0---	Bachelor's Degree in any combination of the qualifying fields with at least nine hours in reading coursework and either teaching experience in one of these fields or graduate training in remedial education.	Reading Reading Education English English Education Education (Adult, Secondary, Special, etc.)

Discipline/Program: Religion		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
REL	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Religion Theology

Note: IDS 2110 may be taught by any faculty member who holds a master's degree, but the course content must undergo the approval process identified in the general education operations manual.

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Discipline/Program: Respiratory Care		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
RET	<p>The Program Director must possess at least a Bachelor's Degree, be a Registered Respiratory Therapist (RRT), and hold such professional license or certificate as is required by the state.</p> <p>The Director of Clinical Education must be a RRT and hold such professional license or certificate as is required by the state. The Director of Clinical Education must also possess at least an Associate's Degree.</p> <p>Faculty/Instructors: Academic preparation coupled with work experience (minimum academic degree must be at the same level at which the faculty member is teaching) and hold such professional license or certificate as is required by the state.</p>	Respiratory Care

Note: IDS 2110 may be taught by any faculty member who holds a master's degree, but the course content must undergo the approval process identified in the general education operations manual.

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Discipline/Program: Sign Language Interpretation Program		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
EHD 2060 EHD 2407 EHD 2402 EHD 2942	Master's Degree, the Registry of Interpreters for the Deaf (RID) national certification, and experience in the field.	Interpreting
SPA 1001 SPA 2001 SPA 1612 SPA 2604 SPA 1613 SPA 2605 SPA 1617 SPA 2614 SPA 1626 SPA 2615 SPA 1631	Master's Degree and the American Sign Language Teachers Association (ASLTA) certification. Master's Degree in related field (does not need ASLTA or RID certification) Master's Degree in Linguistics, or ASL related field (does not need ASLTA or RID certification)	American Sign Language
Non Transfer	Minimum Requirements	Qualifying Fields
EHD 1941 EHD 2411 EHD 2410 EHD 2412 EHD 2930	Associate's Degree, the RID national certification, and experience in the field.	Interpreting
SPA 610L	Associate's Degree and the ASLTA certification	American Sign Language

Discipline/Program: Sociology		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
IDS (social/behavioral sciences) ISS SOP SYG	Master's Degree in Sociology or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Sociology

Note: IDS 2110 may be taught by any faculty member who holds a master's degree, but the course content must undergo the approval process identified in the general education operations manual.

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Discipline/Program: Spanish		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
SPN 11— SPN 22—	Master's Degree in Spanish or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Spanish
Non Transfer	Minimum Requirements	Qualifying Fields
SPN 1000 SPN 1015	Bachelor's Degree in any combination of the qualifying fields or an Associate's Degree and demonstrated competencies in any specific discipline or program listed above.	Spanish

Discipline/Program: Speech		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
SPC	Master's Degree in Speech or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields. Speech Pathology is not an acceptable qualifying field for speech.	Communications Oratory Speech

Discipline/Program: Statistics		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
STA	Master's Degree in Mathematics or a Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Education with Core Emphasis in Statistics/measurement Economics Mathematics Statistics

Note: IDS 2110 may be taught by any faculty member who holds a master's degree, but the course content must undergo the approval process identified in the general education operations manual.

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Discipline/Program: Student Life Skills (SLS)		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
SLS 1101	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Administration and Supervision Communications Counseling Education Educational Psychology English Guidance Mathematics Reading Behavioral Sciences Social Psychology Student Development Services Student Life or Living Skills Tests and Measurements
SLS 1301	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Behavioral Sciences Counseling Guidance Student Development Services
SLS 1501 SLS 2264	A Master's Degree and appropriate certification to teach the course (College Success or PTK Leadership)	Any Master's Degree, but appropriate certification is required.
SLS 1533	A Master's Degree in Math or Math Education	Mathematics Mathematics Education
Non Transfer	Minimum Requirements	Qualifying Fields
SLS 1261	Bachelor's Degree in any combination of the qualifying fields or an Associate's Degree and demonstrated competencies in any specific discipline or program listed above.	Business
	Bachelor's Degree in any combination of the qualifying fields or an Associate's Degree and demonstrated competencies in any specific discipline or program listed above.	Counseling

Discipline/Program: Theatre		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
THE TPA TPP	Master's Degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Theatre

Note: IDS 2110 may be taught by any faculty member who holds a master's degree, but the course content must undergo the approval process identified in the general education operations manual.