



Faculty Credentials Manual

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The Lawrence Technological University (LTU) Faculty Credentials Manual is designed to guide the institution in ensuring that qualifications of all faculty members are in compliance with longstanding requirements for hiring teaching faculty as well as guidelines of the Higher Learning Commission (HLC).
Special thanks to Madonna University for permission to adapt their Manual.



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Lawrence Technological University

Faculty Credentials Manual

INTRODUCTION

The Lawrence Technological University Faculty Credentials Manual is designed to guide the University in ensuring its longstanding practice of hiring qualified faculty members as well as complying with the guidelines of its accrediting body, the Higher Learning Commission (HLC). The purpose of this manual is twofold: (a) to specify the academic qualifications required of faculty members to teach courses in each program offered by the University, and (b) to outline the process for consideration of additional qualifications for faculty members to teach courses, hereafter referred to as *tested experience*.

As shown below, The Higher Learning Commission provides policy guidelines regarding faculty qualifications and credentialing requirements:

HLC Policy



Core Component 3.C: Establishing faculty qualifications and credentialing requirements.

3.C.1. The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance; establishment of academic credentials for instructional staff; involvement in assessment of student learning.

3.C.2. All instructors are appropriately qualified, including those in dual credit, contractual, and consortial programs.

3.C.4. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.

Assumed Practice B. Teaching and Learning: Quality. B2: Faculty Roles and Qualifications

a. Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in graduate program and supervised by faculty) possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

b. Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.

USING FACULTY CREDENTIALS TO DETERMINE QUALIFIED FACULTY

The Higher Learning Commission expects that accredited institutions will use *credentials* as the primary mechanism to ascertain minimal faculty qualifications. HLC recognizes that *experience* also may be considered in determining faculty qualifications. In some situations, a combination of these may be appropriate.

Regarding faculty credentials, the excerpt from the HLC document, *Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices*, states the following:

- Faculty teaching in higher education institutions should have completed a program of study in the discipline or subfield (as applicable) in which they teach, and/or for which they develop curricula, with coursework at least one level above that of the courses being taught or developed. Completion of a degree in a specific field enhances an instructor's depth of subject matter knowledge and is easily identifiable.
- If an individual faculty member has not achieved 18 graduate credit hours in the discipline in which he or she teaches, the institution should be able to explain and justify its decision to assign the individual to the courses taught. These decisions should be supported by policy and procedure that are acceptable to the professional judgment of HLC peer reviewers.

Minimum Faculty Credentials Required for Various Programs

- Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs should hold a bachelor's degree in the field and/or a combination of education, training and tested experience. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice.
- Faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching. If a faculty member holds a master's degree or higher in a discipline other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.
- Faculty teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.
- Faculty guiding doctoral education should have a record of scholarship and preparation to teach at the doctoral level. Research and scholarship should be appropriate to the program and degree offered.

USING TESTED EXPERIENCE TO DETERMINE QUALIFIED FACULTY

As noted in the previous section, institutions should use credentials as the primary mechanism to ascertain minimal faculty qualifications. Faculty members also may have experience that clearly contributes to student learning outcomes and can be considered in lieu of formal academic preparation. In these cases, the applicant may present a portfolio that documents such experience. The institution also considers competence in field, national accreditation, professional licensure, and/or certificates, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

Guidelines for Evaluating Tested Experience

All faculty members must meet the primary qualifications. Those with tested experience may be considered for a teaching appointment if:

1. The individual has outstanding professional experience and demonstrated contributions to the teaching discipline, which may be presented in lieu of formal academic preparation. Documentation of professional experience may include a combination of factors, such as:
 - Recognition in journals, online sources, or textbooks on the discipline
 - Certification of participation in training
 - Certification in field
 - Professional presentations
 - Professional registry
 - Apprenticeships
 - Honors and awards directly related to the discipline
 - Letters of support from past employers, colleagues, etc. on business stationery that speak directly to work in the discipline
 - Evidence of continuous excellence in teaching
 - Other discipline-related documentation that demonstrates third party recognition of the applicant's expertise in the field

2. The individual has training in a closely related discipline and the competencies needed to teach the course objectives were covered in the related disciplines.

PROCESS FOR EVALUATING FACULTY CREDENTIALS AND QUALIFICATIONS

These requirements apply to all faculty members whose primary responsibility is teaching, including those in full-time, part-time, adjunct, and temporary positions.

1. Eligibility for employment will include undergraduate and graduate transcripts verifying a doctorate or master's degree in the teaching discipline or a master's degree with 18 graduate semester credit hours in the teaching discipline.
2. Course work submitted by the faculty applicant as graduate credit must be clearly designated by the granting institution as part of a graduate program, or formally validated by the granting institution as graduate level study.
3. Degrees and course work must be obtained from regionally accredited institutions in the United States. International credentials must be assessed as equivalent academic preparation by an approved evaluation service.
4. Adjunct faculty teaching credit courses must fulfill the same degree requirements as full-time faculty. Any deviation from this practice must be reviewed by the Department Chair or Program Director.
5. Faculty members have the responsibility to notify the Department Chair or Program Director when they have new degrees, certificates, licenses and/or other significant accomplishments.
6. For faculty positions in which tested experience is used to determine qualifications, copies of the appropriate documents are acceptable. Applicants are responsible for providing the Department Chairperson or Program Director with the original documentation, which will be copied, initialed, and returned to the applicant. The chair will review the documentation with the Dean and Provost to determine which documents are acceptable.
7. To complete the process, the following steps will be followed:
 - a. The faculty member receives form (p. 8) with his or her contract, completes the form and returns both the form and contract to the appropriate department chair for the department of which they are being hired.
 - b. The department chair then sends the completed form to the appropriate college dean to verify tested experience standard.
 - c. The chair/dean completes the form and send it to the provost's office for final review and placement in the faculty members file and for upload in the faculty members Faculty 180 profile.
 - d. Steps 7a – d are repeated in the case of any changes in qualifications (e.g., faculty member obtained an academic credential).

UPDATES TO THE FACULTY CREDENTIALS MANUAL

The academic departments are responsible for updating the Faculty Credentials Manual via course authorization forms when there are changes made to a course or the introduction of a new course.

These updates include adding or removing courses to the Credentialing Parameters, or updating policies regarding the credentialing process. Any suggested changes should be part of an appropriate course authorization form that is presented to the LTU Dean's Council with appropriate faculty, chair, and college dean approvals for review and approval. Once approved all course authorization forms will be reviewed in the provost's office to ensure the recording of any changes in needed faculty qualifications. This will ensure that information is up-to-date, accurate, and is in alignment with policies and procedures of the University and the HLC.

Faculty Credentialing Report Form

Lawrence Technological University is committed to its longstanding practice of hiring qualified faculty members as well as complying with the guidelines of its accrediting body, the Higher Learning Commission (HLC). Each faculty member teaching credit courses for the University must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree. Additional details are provided in this Manual.

To Be Completed by Faculty Member

Faculty Full-Time or Half-Time
 Faculty Adjunct/Part-Time

Faculty Applicant's Name (*Legal Name Only*) _____

Address _____ City _____ State _____ Zip _____

Contact Phone _____ Email _____

Department _____ Department Chair/Program Director _____

Academic and Professional Preparation:

Academic Credentials (Please list below the name of the institution(s), degree(s) earned, and teaching discipline as appropriate. See p. 4 for guidance on minimum faculty credentials)		
Institution	Degree(s)	Discipline
Evidence of Tested Experience (Attach supporting documentation, such as certifications, CV, etc.)		
(Complete this section only if minimum faculty credentials are not met. See pp. 4 – 5 for guidance)		
1.		
2.		
3.		
4.		
5.		

To Be Completed by Chairperson/Program Director

Faculty Member's Name: _____

Authorized Courses:

(Determined by Department Chairperson/Program Director)

- List the course(s) the faculty member is eligible to teach in your department, including any cross-listed courses in which your department holds the "parent" course.
- If the faculty member is eligible to teach any course at a certain level (e.g., any undergraduate course), use "xxx" to indicate multiple courses (e.g., PSY 1xxx, PSY 2xxx, PSY 3xxxx, PSY 4xxx), rather than listing each individual course.

Approved by: _____ Date _____
Department Chair/Program Director

Signatures Below Required for Using Tested Experience to Determine Faculty Qualifications

Approval from Dean Date _____

Approval from Provost/Vice President of Academic Administration Date _____

Architecture		
Undergraduate Level		
Course Prefix(es)	Minimum Requirements	Notes
"ARC 1213, 1223, 2116, 2126, 2313, 2813, 3823, 3116, 3126, 4116, 4126, 5804, 5814, 5824, 6514, 6524, 6833, 5804, 5913* *Labs contained in studios listed above are assigned separate faculty.	M.Arch. OR Any Master's with 18 graduate credit hours of architecture.	
ARC 2313, 2323, 2513, 3423, 3513, 4543, 4443	Master's in architecture, engineering, or a related field. OR Any Master's with 18 graduate credit hour in architecture, engineering, or a related field.	
ARC 1012, 3613, 3623, 4183, 5643, 5013	Doctorate in art history or M.Arch with graduate 18 C.H. in history theory coursework.	
ARC 5682, 5714, 5724, 5742, 5752, 5912, 5762, 5772, 5782, 6833	M.Arch. OR Any Master's with 18 graduate credit hour in urban design.	
ARI 3113, 3114, 3123, 3124, 4113, 4123, 4134, 4143, 4223, 4234, 4922,	MID or M.Arch. OR Any Master's with 18 graduate credit hours in interior design.	
ARI 5623, 5814, 5824, 6514, 6524,	MID or M.Arch. OR Any Master's with 18 graduate credit hours in interior design.	

Art and Design		
Undergraduate Level		
Course Prefix(es)	Minimum Requirements	Notes
ART 3643, 4662, 3343, 3523, 4514, 4612, 4513, 4524, 4622	MFA in graphic design. OR Any Master's with 18 graduate credit hours in graphic design.	
GAM 2123, 2133, 2313, 3143, 3413, 3313, 4514, 4524	MFA in animation, game design, or related field. OR Any Master's with 18 graduate credit hours in animation, game design, or a related field.	
ART 3643	MFA or MA in art history, art theory, or related field. OR Any Master's with 18 graduate credit hours in art history, art theory, or related field.	
IDD 3723	MFA or MA in art history, art theory, or related field. OR Any Master's with 18 graduate credit hours in art history, art theory, or related field.	
ART 4922	MFA or MS in graphic design, industrial design, or related field. OR Any Master's with 18 graduate	

	credit hours in graphic design, industrial design, or related field.	
ATD 1914, 1924, 2816, 2826, 3616, 3626, 3716, 3726, 4516, 4526	MFA or MS in industrial design, product design or related field. OR Any Master's with 18 graduate credit hours in industrial design, product design, or related field.	
IDD 1113, 1114, 1124, 1223, 2216, 2226, 3316, 3326, 4516, 4526	MFA or MS in industrial design, product design or related field. OR Any Master's with 18 graduate credit hours in industrial design, product design, or related field.	
IDD 2213, 2223	MFA or MS in industrial design, product design or related field. OR Any Master's with 18 graduate credit hours in industrial design, product design, or related field.	
ATD2813, 2823, 2933, 4414, 4524	MFA or MS in industrial design, product design or related field. OR Any Master's with 18 graduate credit hours in industrial design, product design, or related field.	
ATD 2832, 4513	MFA or MS in industrial design, product design or related field. OR Any Master's with 18 graduate credit hours in industrial design, product design, or related field.	
IDD 3723	MFA or MS in industrial design, product design or related field. OR Any Master's with 18 graduate credit hours in industrial design, product design, or related field.	
ART 3023	MFA in photography or related field. OR Any Master's with 18 graduate credit hours in photography or related field.	
ART 3213	MFA in 3D art, sculpture, or related field. OR Any Master's with 18 graduate credit hours in #D art, sculpture, or related field.	
GRA 2813, 2113, 2413, 3413, 2523, 2623, 3513, 3563, 3343, 3523, 3043, 4513, 3323, 4612, 4514, 4622, 4524, 2223, 3383	MFA in video art, 4D art, or related field. OR Any Master's with 18 graduate credit hours in video art, 4D art, or related field.	

Humanities		
Undergraduate Level		
Course Prefix(es)	Minimum Requirements	Notes
SSC 3353	A.B.D. or Master's in anthropology or closely related field. OR Any Master's with 18 graduate credit hours in anthropology or closely related field.	

MCO 2223, 2543, 3713, 3843, 4203	A.B.D. or Master's in communications, composition, or closely related field OR B.A. in communications, composition, or closely related field AND tested industry experience.	
MCO 2223, 2243, 2253, 3403	Ph.D. in Cultural Studies, Comparative Literature, Film Studies, Women's and Gender Studies, Media Studies or related field	
MCO 1003, 2213, 2233, 3913, 4073, 4933	A.B.D. or Master's in communications, media studies, or closely related field OR B.A. in Communications, media studies, or closely related field AND tested industry experience.	
SSC 2303, 2403, 3383, 3513, 3523, 3583	A.B.D. or Master's in economics, finance, or closely related field. OR Any Master's with 18 graduate credit hours in economics, finance, or closely related field.	
CRW 2513, 3113, 4113	A.B.D. or Masters in English, composition, or closely related field. OR 18 graduate credit hours in English, composition, or closely related field.	
SSC 3133, 3143, 3153, 3163, 3283, 3413, 3433, 4743, 4753, 4763	A.B.D. or Master's in history, cultural studies, or closely related field. OR Any Master's with 18 graduate credit hours in history, cultural studies, or closely related field.	
SSC 3323	A.B.D. or Master's in history, engineering, or closely related field. OR Any Master's with 18 graduate credit hours in history, engineering, or closely related field.	
SSC 2413, 2423, 3183, 3253, 3273, 3313, 4113, 4513, 4643, 4713, 4723, 4733, 4903, 4993	A.B.D. or Master's in history, philosophy, or closely related field. OR Any Master's with 18 graduate credit hours in history, philosophy, or closely related field.	
SSC 3173, 3913, 4133, 4143	A.B.D. or Master's in history, political science, or closely related field. OR Any Master's with 18 graduate credit hours in history, political science, or closely related field.	

LLT 4523	A.B.D. or Master's in literature, composition, or closely related field. Or Any Master's with 18 graduate credit hours in literature, composition, or closely related field.	
LLT 1213, 1223, 2003, 3413, 3423, 3433, 3443, 3453, 3463, 3513, 3523, 3543, 3613, 3623, 4223, 4513, 4533, 4903, 4913, 4923, 4993	A.B.D. or Master's in literature, English, or closely related field. OR Any Master's with 18 graduate credit hours in literature, English, or closely related field.	
LLT 3643, 3713, 4213	A.B.D. or Masters in literature, theater, or closely related field. OR Any Master's with 18 graduate credit hours in literature, theater, or closely related field.	
MCO 3623, 3633	A.B.D. or Master's in media arts, information technology, or closely related field OR Bachelor's in media arts, information technology, or closely related field AND tested industry experience.	
MCO 1013, 2003, 2203, 2243, 2563, 3203, 3303, 3613, 3701, 4323	A.B.D. or Master's in media arts, video-audio engineering and production, or closely related field OR Bachelor's in media arts, video-audio engineering and production, or closely related field AND tested industry experience.	
SSC 3363, 3613, 3713, 3723, 3733	A.B.D. or Master's in philosophy or closely related field. OR Any Master's with 18 graduate credit hours in philosophy or closely related field.	
PSY 3623, 3633, 3713, 4633	A.B.D. or Master's in psychology or closely related field. OR Any Master's with 18 graduate credit hours in psychology or closely related field.	
PSY 2343	A.B.D. or Master's in psychology, gender studies, or closely related field. OR Any Master's with 18 graduate credit hours in psychology, gender studies, or closely related field.	
PSY 2613	A.B.D. or Master's in psychology, gerontology, child studies, or closely related field. OR Any Master's with 18 graduate credit hours in psychology, gerontology, child studies, or closely related field.	

PSY 3313, 3323, 3413	A.B.D. or Masters in psychology, management, or closely related field. OR Any Master's with 18 graduate credit hours in psychology, management, or closely related field.	
PSY 1013, 1213, 2113, 3213, 3223, 4213, 4912, 4922, 4991	A.B.D. or Master's in psychology, neuroscience, or closely related field. OR Any Master's with 18 graduate credit hours in psychology, neuroscience, or closely related field.	
PSY 2393	A.B.D. or Master's in Psychology, Physical Education, or closely related field. OR Any Master's with 18 graduate credit hours in	
PSY 4513	A.B.D. or Master's in psychology, zoology, or closely related field. OR Any Master's with 18 graduate credit hours in psychology, zoology, or closely related field.	
ESL 0100, 0111, 0112, 0122, 0132, 0142, 0152, 0212, 0222, 0232, 0242, 0312, 0322, 0332, 0342, 0412, 0422, 0432, 0442, 0512, 0522, 0532, 0542, 0612, 0622, 0632, 0642	A.B.D. or Masters in TESOL, linguistics, communications or closely related field. OR Any Master's with 18 graduate credit hours in TESOL, linguistics, communications or closely related field.	
COM 1001, 4001	Master's in communication, business, or closely related field. OR Any Master's with 18 graduate credit hours in communication, business, or closely related field.	
COM 3113	Master's in communication, business, or closely related field. OR Any Master's with 18 graduate credit hours in communication, business, or closely related field.	
COM 3333, 3473, 3543	Master's in communication, design, or closely related field. OR Any Master's with 18 graduate credit hours in communication, design, or closely related field.	
COM 2103, 2113, 2443, 3223, 3453, 3553, 3563, 4153, 4963	Master's in communication, English or closely related field. OR Any Master's with 18 graduate credit hours in communication, English or closely related field.	

Humanities

Graduate Level

Course Prefix(es)	Minimum Requirements	Notes
COM 5463, 5523	Doctorate in communication, business, or closely related field OR Masters in communication, business, or closely related field AND tested industry experience	
COM 5533	Doctorate in communication, composition, or closely related field OR Masters in communication, composition, or closely related field AND tested industry experience.	
COM 5473, 5573, 5963	Doctorate in communication, design, or closely related field OR Masters in communication, design, or closely related field AND tested industry experience.	
COM 5103, 5123, 5443, 5453, 5493, 5563, 5563, 5583, 6203	Doctorate in communication, English, or closely related field OR Masters in communication, English or closely related field AND tested industry experience.	

Math and Computer Science

Undergraduate Level

Course Prefix(es)	Minimum Requirements	Notes
MCS 0044, 0054, 1074, 1203, 1224, 1414, 1424, 2111, 2124, 2414, 2423, 2523, 3111, 3023, 3124, 3324, 3403, 3413, 3523, 3723, 3733, 3743, 3863, 4111, 4813	Master's in Math, Applied Math, or related field OR Any Master's degree with 18 graduate credit hours in Math, Applied Math, or related field	
MCS 1111, 1142, 1514, 1643, 2193, 2513, 2514, 2534, 2613, 3503, 3513, 3563, 3603, 3543, 3683, 3633, 3663, 4613, 4633, 4513, 4653, 4663	Master's in Computer Science, or related field OR Any Master's degree with 18 graduate credit hours in Computer Science or related field	
MCS 4833, 4843, 4993	Master's in Math, Applied Math, Computer Science, or related field OR Any Master's degree with 18 graduate credit hours in Math, Applied Math, Computer Science or related field	

Math and Computer Science

Graduate Level

Course Prefix(es)	Minimum Requirements	Notes
MCS 5013, 5243, 5323, 5403, 5623, 5723, 5803, 5993, 6323, 6823, 6833, 7013, 7033, 7113	Doctorate in Computer Science, or related field	

Natural Science

Undergraduate Level		
Course Prefix(es)	Minimum Requirements	Notes
BIO 1153, CHM 1154, PHY 1154	Master's in a biological science, chemical science, physical science or a related field.	
CHM 1213, 1221, 1223, 1232, 2313, 2323, 2332, 2342, 2352, 2631, 3001, 3383, 3392, 3403, 3411, 3423, 3431, 3434, 3441, 3452, 3463, 3592, 4001, 4002, 4403, 4632, 4643, 4723	Master's in a chemical science or a related field OR Any master's degree with 18 graduate hours in a chemical science or a related field	
CHM 4023, 4522, 4541, 4843	Master's in a chemical science, physical science or a related field OR Any master's with 18 graduate hours in a chemical science, physical science or a related field	
CHM 4911, 4912, 4913, 4921, 4922, 4923, 4941, 4942, 4943	Master's in a biological science, chemical science, physical science or a related field OR Any master's with 18 graduate hours in a biological science, chemical science, physical science or a related field	
BIO 1213, 1221, 1223, 1231, 2313, 2321, 3133, 3203, 3201, 3303, 3323, 3613, 3713, 3813, 4103, 4813, 4812	Master's in a Biological Science or a related field OR Any master's with 18 graduate hours in a biological science or a related field	
BIO 4911, 4912, 4913, 4921, 4922, 4923, 4941, 4942, 4943	Master's in a biological science, chemical science, physical science or a related field OR Any master's with at least 18 graduate hours in a biological science, chemical science, physical science or a related field	
PHY 1213, 1221, 2213, 2221, 2223, 2231, 2413, 2421, 2423, 2431, 3653, 3661, 4724, 4743, 4763, 4781, 4843	Master's in a physical science or a related field OR Any master's with 18 graduate hours in a physical science or a related field	
PHY4912, 4922, 4991, 4992	Master's in a biological science, chemical science, physical science or a related field OR Any master's with 18 graduate hours in a biological science, chemical science, physical science or a related field	
FSC 1214	Master's in a biological science, chemical science, physical science or a related field OR Any master's with 18 graduate hours in a biological science, chemical science, physical science or a related field	

GLG 1103	Master's in geology, a biological science, chemical science, physical science or a related field OR Any master's degree with 18 graduate hours in a biological science, chemical science, physical science or a related field	
PSC 1143	Master's in a biological science, chemical science, physical science or a related field OR Any master's with 18 graduate hours in a biological science, chemical science, physical science or a related field	
PSC 3001	Master's in a biological science, chemical science, physical science or a related field OR Any master's with 18 graduate hours in a biological science, chemical science, physical science or a related field	
NUR 1102, 1202, 2102, 2203, 2313, 2323, 3102, 3103*, 3113, 3123, 3202, 3204*, 3214*, 3303*, 3313*, 4102, 4103, 4104*, 4105*, 4201, 4202, 4203, 4206*	Master of Science in Nursing * Courses marked with an asterisk have embedded clinical components. The minimum academic qualification for clinical faculty overseeing students in a clinical rotation is a Bachelor of Science in Nursing, as allowed by the Michigan State Board of Nursing	
PAS 5016, 5027, 5035, 5114, 5124, 5134, 5212, 5222, 5232, 5312, 5423, 5433, 5513, 5523, 5533, 6015, 6025, 6035, 6045, 6055, 6065, 6075, 6085	Graduate degree and training as a health care provider including MD, DO, PA, NP, etc. in order to meet the requirements of HLC	
BIO 5713	PhD in Cell Biology, Genetics, Molecular Biology or related field	
PAS 5413	Graduate degree in anatomy or proven extensive work/teaching in anatomy in order to meet the requirements of HLC	
PAS 5322, 5332	Graduate degree in pharmacology or proven extensive work/teaching in pharmacology in order to meet the requirements of HLC	

CoBIT		
Undergraduate Level		
Course Prefix(es)	Minimum Requirements	Notes
ACC 2013, 2023, 3023, 3053, 4033, 4013	Master's degree in accounting. OR Any Master's degree with 18	

	graduate credit hours in accounting.	
FIN 3103, 3113, 3203, 3303, 4013	Master's degree in finance. OR Any master's degree with 18 graduate credit hours in finance.	
INT 2103, 2114, 2134, 2123, 2143, 3033, 3203, 3603, 3703, 3803, 4013, 4023, 4203, 4313, 4323, 4403, 4413, 4423, 4303	Master's degree in Information Technology, computer Science or a related field. OR Any master's degree with 18 graduate credit hours in information technology, computer science, or a related field.	
MGT 2113	Juris Doctor	
MGT 2203, 3023, 3033, 3053, 3103, 3113, 4023, 4113, 4213	Master's degree in business, management, or a related field. OR Any Master's degree with 18 graduate credit hours in business, management, or a related field.	
MKT 2103, 3213, 3603, 4013, 4023, 4033	Master's degree in marketing or OR Any master's degree with 18 graduate credit hours in marketing or a related field.	

CoBIT		
Graduate Level		
Course Prefix(es)	Minimum Requirements	Notes
ACC 5003, 6003	Terminal degree in accounting	
ECN 5011T, 5021T, 6023	Terminal degree in economics	
MBA 5051T, 6003, 6033, 7003, 7013, 7023	Terminal degree in accounting	
INT 5024, 6043, 6113, 6123, 6143, 7213, 7223, 7593, 6253, 7563, 7623, 7513, 7253, 7233, 7243, 7263, 5024,	Terminal degree in Information Technology, computer Science or a related field.	
MBA 5061T	Juris Doctor	
MBA 5013, 5041T, 5061T, 6043, 6063, 6073, 7063, 7053, 7173, 7033	Terminal degree in business, management, or a related field.	
MBA 5031T, 6053, 7073, 7083, 7103	Terminal degree in marketing, or a related field or a terminal degree.	

Architectural Engineering		
Undergraduate Level		
Course Prefix(es)	Minimum Requirements	Notes

EAE 1081, 1093	<p>Doctoral or Master's degree in Architectural Engineering (MSArE), Architecture, or related field. OR Any master's degree with 18 graduate credit hours in architecture, engineering, or related field and/or architectural/engineering related industry experience. No particular Architectural Engineering specialization or emphasis required.</p>	
EAE 3014, 4014, 4024	<p>Doctoral or Master's degree in Architectural Engineering (MSArE), Architecture, or related field. Any master's degree with 18 graduate hours in architecture, engineering, or related field and/or architectural/engineering related industry experience. No particular Architectural Engineering specialization or emphasis required.</p>	
EAE3613, 4613, 4623	<p>Doctoral or Master's degree in Architectural Engineering (MSArE), or related field. OR Any master's degree with 18 graduate credit hours in architectural engineering, or related field and/or architectural/engineering related industry experience. Mechanical specialization or emphasis preferred.</p>	
EAE3113, 4113	<p>Doctoral or Master's degree in Architectural Engineering (MSArE), or related field. OR Any master's degree with 18 graduate credit hours in architectural engineering, or related field and/or architectural/engineering related industry experience. Electrical specialization or emphasis preferred.</p>	
EAE3163, 4163	<p>Doctoral or Master's degree in Architectural Engineering (MSArE), or related field. OR Any master's degree with 18graduate credit hours in architectural engineering, or related field and/or architectural/engineering related</p>	

	industry experience. Mechanical, Electrical specialization or emphasis preferred.	
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Architectural Engineering		
Graduate Level		
Course Prefix(es)	Minimum Requirements	Notes
EAE 5633, 5613, 5123, 5113, 6000, 6001, 5623, 6013, 5163, 6021	Doctoral degree in Architectural Engineering (MSArE), or doctoral degree in a closely related field teamed with any master's degree, and/or architectural/engineering related industry experience.	
EAE 5014, 5024	Doctoral or Master's degree in Architectural Engineering (MSArE), Architecture, or related field. Any master's degree with 18 graduate hours in architecture, engineering, or related field and/or architectural/engineering related industry experience. No particular Architectural Engineering specialization or emphasis required.	

Biomedical Engineering		
Undergraduate Level		
Course Prefix(es)	Minimum Requirements	Notes
BME 1xxx, 3002, 4013, 4022	Master's in biomedical engineering or related field. OR Any Master's with 18 graduate credit hours in biomedical engineering or a related field.	
BME 3103, 3101, 3113, 4113	Master's in biomedical engineering, electrical and computer engineering, or related field. OR Any Master's with 18 graduate credit hours in biomedical engineering, electrical	

	and computer engineering or a related field.	
BME 3213, 4803, 4801	Master's in biomedical engineering, chemical engineering, or materials science and engineering. OR Any Master's with 18 graduate credit hours in biomedical engineering, chemical engineering, or materials science and engineering.	
BME 3303, 3301, 4313	Master's in biomedical engineering or mechanical engineering with research/scholarship in biomechanics, or a related field. OR Any Master's with 18 graduate credit hours in biomedical engineering or mechanical engineering with scholarship in biomechanics or related field.	
BME 3703	Master's in biomedical engineering, chemical engineering, mechanical engineering, or materials science and engineering, and with research/scholarship in biofluids. OR Any Master's with 18 graduate credit hours in biomedical engineering, chemical engineering, mechanical engineering, or materials science and engineering, and with research/scholarship in biofluids.	
BME 4201, 4203	Master's in biomedical engineering, chemical engineering, mechanical engineering, or materials science and engineering, and with research/scholarship in BioMEMS. OR Any Master's with 18 graduate credit hours in biomedical engineering, chemical engineering, mechanical engineering, or materials science and engineering, and with research/scholarship in BioMEMS.	

BME 4103	Master's in biomedical engineering, electrical and computer engineering, physics, or biological science, and with research/scholarship in medical imaging. OR Any Master's with 18 graduate credit hours in biomedical engineering, electrical and computer engineering, physics, or biological science, and with research/scholarship in medical imaging.	
BME 3223, 4023, 4223, 4263, 4623	Master's in biomedical engineering, chemical engineering, mechanical engineering, electrical and computer engineering, materials science and engineering, or physics, and with research/scholarship in nanotechnology. OR Any Master's with 18 graduate credit hours in biomedical engineering, chemical engineering, mechanical engineering, electrical and computer engineering, materials science and engineering, or physics, and with research/scholarship in nanotechnology.	

Biomedical Engineering		
Graduate Level		
Course Prefix(es)	Minimum Requirements	Notes
BME 5303, 6303	Doctorate in biomedical engineering, mechanical engineering, or materials science and engineering, and with research/scholarship in orthopedics.	
BME 6103	Doctorate in biomedical engineering, electrical and computer engineering, or physics, and with research/scholarship in bioelectronics.	
BME 6203, 6213	Doctorate in biomedical engineering, chemical engineering, or materials science and engineering, and with research/scholarship in biomaterials.	

BME 6503, 6803, 6903	Doctorate in biomedical engineering, electrical and computer engineering, chemical engineering, mechanical engineering, materials science and engineering, physics, or biological science, and with research/scholarship in biomedical engineering field.	
CVP 5103,	PhD in BME, or MS in Medical Science or Life Sciences	
CVP 6419, 6502, 6809, 6819, 6829, 6839	MS in Cardiovascular Perfusion, Certified Clinical Perfusionists or Clinical Perfusion Certification	
CVP 5003, 5011, 5132, 6409, 6426	Advanced Diploma in Cardiovascular Perfusion, BS or Advanced Diploma in Respiratory Therapy, or Clinical Perfusion Certification	
CVP 5213	PhD in Pharmacology or a closely related field	
CVP 6419, 6502	MS in Experimental Surgery, Advanced Diploma in Cardiovascular Perfusion or Respiratory Therapy, or Clinical Cardiovascular Perfusionists	
CVP 5122	MD or MS in Pathophysiology or a closely related field	
CVP 6712, 6722	PhD in Public Health and Health Systems or closely related field	

CVP 5132	PhD in Hematology or a closely related field	
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Civil Engineering		
Undergraduate Level		
Course Prefix(es)	Minimum Requirements	Notes
ECE 1101, 1011, 1013, 1102, 1413, 2103, 4022, 4032, 4011, 4012, 4911, 4912, 4913	Master's degree in Civil Engineering (MSCE) or related field. Instructors with a Master's degree in engineering credential other than a MSCE degree shall document sufficient Civil Engineering related industry or research experience as approved by department chair. No particular Civil Engineering specialization or emphasis is required.	
ECE 3013, 3523, 3424, 3723, 3823, 3324, 3213, 4743	Master's degree in Civil Engineering (MSCE) or related field with an emphasis in structural engineering. Instructors with a Master's degree in engineering credential other than a MSCE degree shall document sufficient Civil Engineering related industry or research experience as approved by department chair.	
ECE 4544	Master's degree in Civil Engineering (MSCE) or related field with an emphasis in water resources or hydraulic engineering. Instructors with a Master's degree in engineering credential other than a MSCE degree shall document sufficient Civil Engineering related industry or research experience as approved by department chair.	
ECE 4051	Master's degree in Civil Engineering (MSCE) or related field such as a Juris Doctor of Law degree combined with a bachelor's degree in Civil Engineering with an emphasis in professional ethics and/or construction engineering. Instructors with a Master's degree	

	in engineering credential other than a MSCE degree shall document sufficient Civil Engineering related industry or research experience as approved by department chair.	
ECE 4243, 4343, 4443, 4563, 4753, 4761	Master's degree in Civil Engineering (MSCE) or related field with an emphasis in structural engineering. Instructors with a Master's degree in engineering credential other than a MSCE degree shall document sufficient Civil Engineering related industry or research experience as approved by department chair.	
ECE4263	Master's degree in Civil Engineering (MSCE) or related field with an emphasis in construction engineering. Instructors with a Master's degree in engineering credential other than a MSCE degree shall document sufficient Civil Engineering related industry or research experience as approved by department chair.	
ECE4363	Master's degree in Civil Engineering (MSCE) or related field with an emphasis in environmental and/or water resources engineering. Instructors with a Master's degree in engineering credential other than a MSCE degree shall document sufficient Civil Engineering related industry or research experience as approved by department chair.	
ECE 4733, 4843	Master's degree in Civil Engineering (MSCE) or related field with an emphasis in transportation engineering. Instructors with a Master's degree in engineering credential other than a MSCE degree shall document sufficient Civil Engineering related industry or research experience as approved by department chair.	

Civil Engineering

Graduate Level		
Course Prefix(es)	Minimum Requirements	Notes
ECE5113	Doctorate degree emphasizing in construction engineering or construction management.	
ECE5913	Doctorate degree emphasizing in discipline of selected topic.	
ECE5323, 5333, 5343, 5353	Doctorate degree emphasizing in environmental engineering.	
ECE5413, 5433, 5473, 5443	Doctorate degree emphasizing in geotechnical engineering.	
ECE5703, 5713, 5723, 5733, 5753, 5763, 5773, 5783	Doctorate degree emphasizing in structural engineering.	
ECE5813, 5823, 5833, 5843	Doctorate degree emphasizing in transportation engineering.	
ECE5533, 5553	Doctorate degree emphasizing in water resource or hydraulic engineering.	
ECE5523, 5543	Doctorate degree emphasizing in water resource, environmental or hydraulic engineering.	
ECE5243	Doctorate or master's degree in construction engineering or related field with industry experience noted herein.	
ECE6743	STRUCTURAL DYNAMICS	
ECE5293	Topic dependent but a doctorate degree in civil engineering with an emphasis in construction engineering.	
ECE5393	Topic dependent but a doctorate degree in civil engineering with an emphasis in environmental engineering.	
ECE5493	Topic dependent but a doctorate degree in civil engineering with an emphasis in geotechnical engineering.	
ECE5793	Topic dependent but a doctorate degree in civil engineering with an emphasis in structural engineering.	
ECE5593	Topic dependent but a doctorate degree in civil engineering with an emphasis in water resource or hydraulic engineering.	
ECE6723, 6733	Doctorate degree with emphasis in structural engineering.	
ECE 6413, 6423	Doctorate degree with emphasis in geotechnical engineering.	

ECE6513	Doctorate degree with emphasis in either environmental engineering or water resource engineering.	
ECE6313	Doctorate degree with emphasis in environmental engineering.	
ECE5213, 5263	Doctorate degree with an emphasis in construction engineering. Other doctorate degrees acceptable such as Doctor of Law combined with bachelors or master's degree in civil or construction engineering.	
ECE5223, 5233, 5283	Doctorate degree with an emphasis in construction engineering or construction management.	
ECE6053, 6073, 6083	Doctorate degree in civil engineering with an emphasis in civil engineering concentration of selected topic.	
ECE5363, 5423	Doctorate degree emphasizing in environmental or water resource engineering.	
ECE5273, 6213	Doctorate degree emphasizing in construction engineering or construction management or Doctor of Law degree combined with masters or bachelors in civil or construction engineering.	
ECE5103	Doctorate degree in civil engineering or related field with industry or research experience noted herein. No particular civil engineering concentration or emphasis required.	
ECE7993	CIVIL ENGINEERING INDEPENDENT RESEARCH	
ALL DIS SECTIONS	DISSERTATION RESEARCH	
ECE6113	Doctorate Degree in civil engineering demonstrating vast knowledge in concrete material properties. No specific discipline required.	

Electrical Engineering		
Undergraduate Level		
Course Prefix(es)	Minimum Requirements	Notes

EEE0093, 1001, 2111, 2114, 2123, 2214, 3011, 3121, 3124, 3221, 3223, 3231, 3233, 3311, 3314, 4233, 4241, 4243, 4253, 4261, 4263, 4273, 4313, 4321, 4323, 4333, 4353, 4424, 4514, 4583, 4812, 4822, 4911, 4912, 4913, 4923	Master's degree in Electrical or Computer Engineering or closely related field. OR any Master's with 18 graduate credit hours in Electrical or Computer Engineering or a related field.	
EEE3414, 3423, 3511, 3513, 4131, 4133, 4713	Master's degree in Electrical Engineering or closely related field. OR any Master's with 18 graduate credit hours in Electrical Engineering or a related field.	

Electrical Engineering		
Graduate Level		
Course Prefix(es)	Minimum Requirements	Notes
EEE5xxx EEE6xxx	Doctoral degree in Electrical or Computer Engineering or closely related field	Graduate Level Courses

Engineering Technology		
Undergraduate Level		
Course Prefix(es)	Minimum Requirements	Notes
TME 3113, 4103, 4413, 4113, 3204, 2103, 1023, 2203, 2003	Master's in Mechanical Engineering or related field. Or any Master's with 18 graduate credit hours in Mechanical Engineering or related field.	
TIE 3063	Master's in Mechanical Engineering or related field. Or any Master's with 18 graduate credit hours in Mechanical Engineering or related field.	
TEE 3103, 2033, 2053	Master's in Electrical Engineering or related field. Or any Master's with 18 graduate credit hours in Electrical Engineering or related field.	
TEE 2093, 4224, 4214	Master's in Electrical Engineering or related field. Or any Master's with 18 graduate credit hours in Electrical Engineering or related field.	
TME 3333, 4343	Master's in Industrial Engineering, Math or related field. Or any Master's with 18 graduate credit	

	hours in Industrial Engineering, Math, or a related field.	
TIE 4115, 3203, 3163	Master's in Industrial Engineering, Math or related field. Or any Master's with 18 graduate credit hours in Industrial Engineering, Math, or a related field.	
TAS 1013, 1033	Master's in Music Production or related field. Or any Master's with 18 graduate credit hours in Music Production or a related field	
TAS 3033, 3043, 3013, 3053, 3034, 4103, 4133, 4142	Master's in Audio Engineering or related field. Or any Master's with 18 graduate credit hours in Audio Engineering or a related field.	
TCE 4113, 4013, 4133, 3123	Master's in Construction Management or MBA or related field. Or any Master's with 18 graduate credit hours in Construction Management or related field.	
TCE 4213	Master's in Construction Management or MBA or JD.	
TCE 1023, 2073, 2143, 3033, 3013, 3053, 3093, 4093	Master's in Civil or Construction Engineering or related field. Or any Master's with 18 graduate credit hours in Civil or Construction Engineering or a related field.	

Engineering Technology		
Graduate Level		
Course Prefix(es)	Minimum Requirements	Notes
TIE 5013, 5343	Ph.D. in Industrial Engineering or related Field accepted to the Department	
TME 6343, 5123	Ph.D. in Mechanical Engineering or related topics accepted to the Department	
TEE 6333	Ph.D. in Electrical Engineering or related topics accepted to the Department	
TIE 6353, 6533, 6913	Ph.D. in related topics	

Mechanical Engineering		
Undergraduate Level		
Course Prefix(es)	Minimum Requirements	Notes
EIE 3011, 3023, 3043, 3123, 3353, 3453, 3653, 3753, 4013, 4212, 4222, 4252, 4253, 4453, 4553, 4653, 4983	Master's in Industrial Engineering or Manufacturing Engineering or a related field with a focus on the relevant sub discipline.	
EGE 2013, 2123, 3351, 4213		
EME 1011, 3011, 3013, 3023, 3043, 3112, 3123, 3133, 3233, 3653, 4003, 4013, 4023, 4143, 4153, 4163, 4412, 4212, 4221, 4222, 4243, 4252, 4253, 4263, 4312, 4313, 4321, 4323, 4333, 4402, 4603, 4613, 4623, 4981, 4982, 4983, 4991, 4992, 4993	Master's degree in Mechanical Engineering or a related field with a focus on the relevant sub discipline.	
EGE 1023	Master's in Engineering or Material Science or a related field with a focus on the relevant sub discipline.	
EME 2011	Master's in Engineering or Material Science or a related field with a focus on the relevant sub discipline.	
EGE 1102, 3012	Master's degree in Engineering.	
EIE 2012, EIE 3033	Master's degree in Engineering.	
EME 2012, 3033	Master's degree in Engineering.	
EGE 1001, 3022	Master's in Engineering. OR a Bachelors degree in Engineering with a Master's Degree in Education.	
EGE 2123, 2231, 2233, 3341, 3361, 4311, 4321	Master's in Engineering. OR a Bachelors degree in Engineering with a Master's degree in Business Administration.	
MRE 1011, 2024, 3014, 3024, 3114, 4113, 4014	Master's in Robotics Engineering or a related field with a focus on the relevant sub discipline.	

Mechanical Engineering		
Graduate Level		
Course Prefix(es)	Minimum Requirements	Notes
MRE 6113, 6123, 6143, 6153, 6183, 6283, 6293	Doctorate in Mechanical Engineering, Electrical Engineering, or a related field with a focus on the relevant sub discipline.	

EME 6363, 6473, 6623	Doctorate in Mechanical Engineering, Electrical Engineering, or a related field with a focus on the relevant sub discipline.	
MRE 5143, 5183, 5323, 5813	Doctorate in Mechanical Engineering or Electrical Engineering or a related field with a focus on the relevant sub discipline.	
EME 4654	Doctorate in Mechanical Engineering or Electrical Engineering or a related field with a focus on the relevant sub discipline.	
EEM 6143, 6583, 6743, 6753, 6763, 6803	Doctorate in Industrial Engineering or Manufacturing Engineering or a related field with a focus on the relevant sub discipline.	
EIE 5123, 5613, 5753, 5983, 6653, 6663, 6673, 6843, 6853, 6863, 6873, 6883, 6893,	Doctorate in Industrial Engineering or Manufacturing Engineering or a related field with a focus on the relevant sub discipline.	
EMS 5603, 6203, 6303, 6343, 6403, 6503, 6603, 6703, 6713, 6823, 7103, 7203, 7303, 7403, 7503, 7603, 761	Doctorate in Industrial Engineering or Manufacturing Engineering or a related field with a focus on the relevant sub discipline.	
EME 5433, 5453, 5573, 6333, 6353, 6373, 6383, 7433	Doctorate in Mechanical Engineering or a related field with a focus on the relevant sub discipline.	
EME 5103, 5113, 5133, 5143, 5153, 5163, 5193, 5203, 5213, 5223, 5243, 5253, 5263, 5273, 5283, 5293, 5313, 5333, 5353, 5363, 5373, 5513, 5623, 5983, 6103, 6113, 6133, 6153, 6163, 6213, 6223, 6233, 6243, 6253, 6283, 6293, 6313, 6323, 6393, 6413, 6443, 6453, 6493, 6523, 6533, 6543, 6553, 6563, 6593, 6613, 6683, 6693, 6773, 6901, 6933, 6981, 6982, 6983, 7113, 7123, 7133, 7143, 7153, 7163, 7173, 7213, 7223, 7233, 7243, 7433, 7543, 6911, 6912, 6913, 6991, 6992, 6993	Doctorate in Mechanical Engineering or a related field with a focus on the relevant sub discipline.	
EMS 8003, 8006	Doctorate in Mechanical Engineering or a related field with a focus on the relevant sub discipline.	

