



Faculty Credentialing Manual

This manual documents
Hopkinsville Community College
practice and procedure in the hiring of faculty

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Hopkinsville Community College

Faculty Credentialing Manual

Hopkinsville Community College, located in Hopkinsville, Kentucky, is a member of the Kentucky Community and Technical College System and is a public two-year degree granting institution serving the South Central Region of Kentucky.

Mission of the College

Hopkinsville Community College is an inclusive, student-centered educational institution that provides accessible, innovative, and comprehensive learning opportunities within a supportive community that encourages academic excellence. The college sustains strong educational, community, military, and economic partnerships to improve quality of life in the southern Pennyriple region and Fort Campbell.

Hopkinsville Community College promotes excellence in teaching and learning by offering:

- Degree, diploma, and certificate programs and courses that enable students to transfer to four-year institutions, and acquire the knowledge and skills for new or continued employment;
- Developmental, academic and support services that promote student success;
- Customized business and industry training;
- Continuing education and community outreach; and
- Adult education

Vision 2010-2016:

The Commonwealth's premier community college, strengthening community and challenging students to maximize their potential.

Values 2010-1016:

- Open access balanced with excellent
- Student success
- Education and lifelong learning
- Stewardship of human, fiscal, capital and environmental resources
- Integrity
- Community engagement
- Leadership
- Personal responsibility
- Continuous improvement and responsiveness to change
- Inclusion and multiculturalism
- Partnership with the military community

Accreditation Principles

Hopkinsville Community College (HCC) is focused on providing excellence in instruction and learning opportunities to its students. The core of this teaching excellence rests on the faculty employed by the college to lead its academic pursuits. As a member of the Kentucky Community and Technical College System, HCC follows System policy and practice regarding faculty credentialing. It is especially important that HCC hires faculty meeting teaching credentials recommended by the principles set by its accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges.

KCTCS Policies and Procedures offer the following faculty credentialing guidance:

KCTCS Policies and Procedure 2.1.3.1 Instructor

The title Instructor designates a person whose services are primarily teaching or other teaching-related duties (e.g. research, academic administration, librarians, counselors), advising, community service, professional development, and institutional service based on the planning document agreement.

In occupational/technical programs where an academic degree is not available, two (2) years of occupational experience, professional preparation in the field, or registration or certification by a recognized agency may be presented in lieu of educational attainment.

The minimum academic degree for faculty teaching in professional, occupational and technical degree areas must be at the same level at which the faculty member is teaching.

The typical combination is a baccalaureate degree with appropriate work experience.

In the pre-baccalaureate program, faculty must meet the credential qualifications as stated in the Southern Association of Colleges and Schools' *Principles of Accreditation*.

"Principles of Accreditation," Southern Association of Colleges and Schools Commission on Colleges (<http://www.sacscoc.org/pdf/2008PrinciplesofAccreditation.pdf>)

Comprehensive Standards 3.7.1:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and

achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (See *Commission guidelines "Faculty Credentials."*)
(Faculty competence)

Commission Guidelines on Faculty Credentials, December 2006,
(<http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>):

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

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

HCC Credential Guidelines for college developmental education classes and Adult Education

Faculty teaching developmental education courses: a baccalaureate degree in the teaching discipline, or related discipline (some specifics noted by discipline area within the guide).

Faculty teaching in Adult Education: a minimum of a bachelor's degree; education or a content-related field is preferred (Kentucky Adult Education, KYAE, requirement).

Hopkinsville Community College Credential Guidelines for Certificate Programs

Faculty teaching certificate/diploma courses: certification/licensure in the program area and documentation of demonstrated competencies that includes letters from employers in areas related to the teaching discipline, copies of licenses and/or certification.

Hopkinsville Community College Process for Credentialing Faculty

1. Potential faculty must submit an official academic transcript (for all higher education institutions attended, results of evaluation of foreign credentials, or a portfolio for credentialing by exception) with an application for employment.
 - An official academic transcript is official only if it is forwarded directly from the regionally accredited college/university that awarded the credits or degrees to the director of Human Resources in a sealed envelope or its electronic equivalent. 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.
 - In some instances it may be necessary for the applicant’s degree program area to also be accredited.
 - Foreign credentials must be evaluated by a foreign credentials evaluating service for terms of U.S. equivalency and the results of those evaluations must be sent to the director of Human Resources. See Foreign Credentials, page 9.
 - Under special circumstances an applicant may submit a portfolio for credentialing by exception—the applicant should document experiences that will directly impact student learning outcomes and that could be considered instead of academic transcripts showing normal college credit/degrees. See the Guidelines for Credentialing by Exception, page 10.
2. The Hopkinsville Community College Faculty Transcript Evaluation Form, which notes the applicant’s coursework and experience appropriate to the teaching position, is completed through review of the transcript and/or teaching portfolio by the Discipline or Program Coordinator and/or Division Chair, and documented and signed by both (or the Division Chair only if no discipline/program coordinator exists).
3. The applicant’s file and Faculty Transcript Evaluation Form is then reviewed by the Chief Academic Officer.
 - If the individual meets credentialing criteria then the applicant’s transcript and application are sent on for review by the college President/CEO.
 - If the individual does not meet the credentialing criteria as determined by the Discipline/Program Coordinator, the Division Chair, and the Chief Academic Officer then

the applicant is notified of their lack of credentialing and the review process ends with the Chief Academic Officer.

- If the Discipline/Program Coordinator and the Chair concur on the faculty's credentials but the Chief Academic Officer does not, more information may be asked from the applicant before a final decision is made in conference with the President/CEO.
4. Once credentialed, the applicant continues through the college's Faculty Search Committee process if applying for a fulltime faculty position. If applying for an adjunct faculty position the applicant goes into a database of applicants and may be called for an interview or teaching demonstration by a Discipline/Program Coordinator and/or Division Chair.

The Hopkinsville Community College Faculty Transcript Evaluation Form:

The Faculty Transcript Evaluation Form will include the following information for faculty teaching transfer courses, including dual-technical courses:

- the official transcript;
- a minimum of 18 graduate semester hours of course work completed for a faculty member's assigned discipline;
- a minimum of 18 graduate semester hours all course work completed for any other discipline that a faculty member is qualified to teach;
- verification that any necessary supporting documentation has been evaluated and is attached to the form. Examples of supporting documentation include the following:
 - Letters from officials of foreign institutions of higher education verifying the academic credentials of the candidate;
 - Official documentation from former employer(s) or former academic contacts (e.g., deans, chairpersons, etc.) in support of exceptional qualifications or experience.

NOTE: effective fall 2010, graduate courses with a grade of "D" or lower, will not be accepted toward the required number of graduate semester hours. Waivers of this requirement may only be granted by the president of HCC.

The Faculty Transcript Evaluation Form will include the following information for faculty teaching non-transfer courses, including developmental courses:

- the official transcript (unless a transcript is not required);
- for faculty teaching certificate, diploma or Associate of Applied Science degree courses the Associate of Applied Science in the faculty member's assigned discipline, unless faculty member is credentialed through exception
- for faculty teaching developmental education or Adult Education courses the bachelor's degree in the discipline and any teaching experience;
- verification that any necessary supporting documentation has been evaluated and is attached to the form. Examples of supporting documentation include the following:

- Letters from officials of foreign institutions of higher education verifying the academic credentials of the candidate;
- Official documentation from former employer(s) or former academic contacts (e.g., deans, chairpersons, etc.) in support of exceptional qualifications or experience.
- Letters from a former employer(s) on business stationery verifying that the candidate has credit-relevant, directly related non-teaching 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.
- Certificates or licenses

KCTCS Online Courses

Hopkinsville Community College credentials facilitators for KCTCS Online Learn on Demand (LOD) courses (<http://online.kctcs.edu>) in Biology, Chemistry, General Education, Nurse Aide, and Physics. While the facilitators must meet the same Hopkinsville credential requirements in those disciplines, some additional qualifications may apply—these are documented under the discipline area.

The KCTCS Online LOD facilitator does not create curriculum, but instead facilitates already developed courses, grades coursework, and posts student grades. A separate, but similar, faculty credentialing form is used for this position.

All faculty teaching KCTCS Online LOD courses must pass the KCTCS Online FaCT (Facilitator Certification Test), an online Blackboard certification test.

Special Note for KCTCS Online LOD Physics Facilitators: General education courses offered via KCTCS Online LOD Science require that facilitators hold a master’s degree in the discipline or a master’s degree with 18 credit hours in the discipline. Since the curriculum and assessments for these KCTCS Online LOD Science courses are developed by credentialed faculty, and the course is overseen by a course leader, KCTCS Online LOD Science faculty have agreed to allow an individual with a master’s degree in an engineering field to facilitate the physics courses. This is based on the description of The American Engineers' Council for Professional Development (ECPD, the predecessor of ABET[1]), which defines engineering as follows: “[T]he creative application of scientific principles to design or develop structures, machines, apparatus, or manufacturing processes, or works utilizing them singly or in combination; or to construct or operate the same with full cognizance of their design; or to forecast their behavior under specific operating conditions; all as respects an intended function, economics of operation and safety to life and property.” KCTCS Online LOD Science faculty concur that physics is an underlying discipline for engineering.

Official academic transcripts must be forwarded directly from the faculty member's higher education institution(s) to the Human Resources Director. Signatures on this form indicate that all necessary license(s), certification(s), etc., have been evaluated, a copy/ copies has/have been forwarded to the Human Resources Director, and that an Exceptions statement has been provided by the undersigned, if applicable.

Faculty Member [] ID Number / DOB []

Institution	Degree	Major	Hours	Year Awarded
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]

Teaching Discipline []

(For additional teaching disciplines, use additional forms)

Candidate is qualified to teach:

- GEN 100
- GEN 102

Coordinator's Approval []

Master's in Field

List from applicant transcript(s) at least 18 GSH (or equivalent) for transfer faculty. All forms will follow guidelines of the HCC [Adjunct Faculty Credentialing Manual](#)

Applicant is approved to teach the following courses:

Course Title	Qtr Hrs	Sem Hrs
[]	[]	3
Course Title	Qtr Hrs	Sem Hrs
[]	[]	3
Course Title	Qtr Hrs	Sem Hrs
[]	[]	3
Course Title	Qtr Hrs	Sem Hrs
[]	[]	3
Course Title	Qtr Hrs	Sem Hrs
[]	[]	3
Course Title	Qtr Hrs	Sem Hrs
[]	[]	3

[]

Additional Specialization (licenses, certifications): Describe here and upload scanned documentation to applicant folder.

[]

- Applicant does not meet requirements for requested field. Applicant should:
 - Submit a new transcript demonstrating completion of current or additional degree.
 - Submit catalogue descriptions of graduate coursework
 - Submit evidence of Certificate, Licensure, or other Credential

Discipline Coordinator []

Division Chair []

CAO or Designee []

President/CEO []

Credentialing By Exception (Faculty Portfolio)

In special cases, faculty members may have experience that clearly contributes to student learning outcomes and that may be considered instead of a formal academic degree. 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:

Supporting materials that may include:

- If the experience concerns coursework, a letter or memorandum certifying that the coursework is equivalent to the required coursework. This letter or memorandum should come from the Chair of the department that is certifying the coursework.
 - For example, if a faculty member wishes to request that engineering coursework be accepted as equivalent to math coursework by Hopkinsville Community College, the Dean of the Math Department at the awarding institution should attest to the equivalency of the coursework.
- If the experience concerns professional experience, documentation of that 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.
- Professional letters of support on business letterhead.
- Student letters of support.
- Other documentation that may be provided by the faculty.

The portfolio will be reviewed by the Division Chairs, who will make recommendation to the Chief Academic Officer, who will approve or disapprove the portfolio with the Division Chair for the Discipline.

- Upon recommendation for disapproval, the portfolio will be returned to the candidate with recommendations for any additional documentation as identified.
- Upon recommendations for approval, the portfolio will be submitted to Human Resources to be maintained as part of the faculty file.

Foreign Credential Evaluation Services and Helpful Websites

Hopkinsville Community College accepts foreign transcript evaluations only from The National Association of Credential Evaluation Services (website www.naces.org). Members:

Academic Evaluation Services, Inc.
11700 N 58th Street G & H
Tampa, FL, 33617
Phone: (813) 374-2020
Fax: (813) 374-2023
email: info@aes-edu.org
<http://www.aes-edu.org>

Educational Perspectives, nfp.
P.O. Box 618056
Chicago, IL 60661-8056
Phone: (312) 421-9300
Fax: (312) 421-9353
email: info@educational-perspectives.org
<http://www.educational-perspectives.org>

A2Z Evaluations, LLC
P.O. Box 74040
Davis, CA 95617
Phone: (530) 400-9266
email: info@A2Zeval.com
<http://www.A2Zeval.com>

Educational Records Evaluation Service, Inc.
601 University Avenue, Suite 127
Sacramento, CA 95825-
Fax: (916) 921-0793
email: edu@eres.com
<http://www.eres.com>

Center for Applied Research, Evaluations, &
Education, Inc.
P.O. Box 20348
Long Beach, CA 90801
Phone: (714) 237-9272
email: eval_caree@yahoo.com
<http://www.iescaree.com>

e-ValReports
10924 Mukilteo Speedway, #290
Mukilteo, WA 98275
Phone: (425) 349-5199
Fax: (425) 349-3420
email: brad@e-valreports.com
<http://www.e-valreports.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>

Evaluation Service, Inc.
333 W. North Avenue, #284
Chicago, IL 60610
Phone: (847) 477-8569
Fax: (312) 587-3068
email: info@evaluationservice.net
<http://www.evaluationservice.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>

Foreign Academic Credential Service, Inc.
P.O. Box 400
Glen Carbon, IL 62034
Phone: (618) 656-5291
Fax: (618) 656-5292
<http://www.facsusa.com>

Foundation for International Services, Inc.
14926 – 35th Avenue West, Suite 210
Lynnwood, WA 98087
Phone: (425) 248-2255
Fax: (425) 248-2262
email: info@fis-web.com
<http://www.fis-web.com>

Global Credential Evaluators, Inc.
P.O. Box 9203
College Station, TX 77842-9203
Phone: (512) 528-0908
Fax: (512) 528-9293
email: gce@gceus.com
<http://www.gceus.com> or
<http://www.gcevaluators.com>

Global Services Associates, Inc.
2554 Lincoln Boulevard #445
Marina del Rey, CA 90291
Phone: (310) 828-5709
Fax: (310) 828-5709
email: info@globaleval.org
<http://www.globaleval.org>

International Academic Credential
Evaluators, Inc.
P.O. Box 2465
Denton, Tx 76202-2465
Phone: (940) 383-7498
Fax: (940) 382.4874
email: staff@iacei.net
<http://www.iacei.net>

International Consultants of Delaware, Inc.
3600 Market Street, Suite 450
Philadelphia, PA 19104
Phone: (215) 387-6950 Ext.603
Fax: (215) 349-0026
email: icd@icdeval.com
<http://icdeval.com>

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

Josef Silny & Associates, Inc.
International Education Consultants
7101 S.W. 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616
Fax: (305) 273-1338
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 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311
Fax: (212) 739-6100
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.

Credentialing Requirements for Each Discipline/Program

Discipline/Program: Accounting Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ACC ACT	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
Non Transfer	Minimum Requirements	Qualifying Fields

Discipline/Program: Agriculture Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
AGR	Master's degree in Agriculture or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Agriculture Agriculture Economics Agronomy Animal Science Food Science Horticulture Soil Science
Non Transfer	Minimum Requirements	Qualifying Fields
AGR	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.	

Discipline/Program: Air Conditioning Technology Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
ACR	Associate's degree and demonstrated competencies in any related discipline or program listed. Certification may be required; discuss with Program Coordinator.	Air Conditioning Heating and Air Conditioning Refrigeration

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

Discipline/Program: Automotive (pending)		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
AUT	An associate's degree and demonstrated competencies in any specific discipline listed. Instructor must hold ABS certifications in teaching area.	Auto Mechanics Automotive

Discipline/Program: Biology		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
BIO	Master's degree in Biology or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields** KCTCS Online facilitator for BIO 112, 113***	Anatomy & Physiology Biochemistry Biology Botany Ecology Marine Biology Microbiology Oceanography (with a biology emphasis) Zoology
<p>**Faculty holding a Medical Doctor (MD) degree may teach any Anatomy and Physiology courses and may also teach other BIO courses when they have at least 18 graduate semester hours in any of the qualifying fields. Faculty holding a Chiropractic degree who do not have 18 graduate semester hours that clearly represent biological coursework are limited to teaching Anatomy and Physiology courses (as long as they document 18 graduate hours of appropriate A&P coursework).</p> <p>***Facilitator must be credentialed and pass the FaCT</p>		

Discipline/Program: Business Administration		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
BAS <u>except</u> BAS 120, 212, 282, 293, 294, 295	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
BAS 120, 212, 293, 294, 295	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Accounting Economics Finance
BAS 282	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Marketing
QMS	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Business Business Administration
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.	

Discipline/Program: Carpentry (pending)		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
CAR	An associate's degree and demonstrated competencies in any specific discipline listed.	Building Construction Carpentry

Discipline/Program: Chemistry		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
CHE	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 Science		
Courses at HCC: Transfer & Non-Transfer		
Transfer	Minimum Requirements	Qualifying Fields
CIT 105, 120, 130, 150, 160, 170, 180, 291, All Level 1, 2, 3 Programming Languages	Master's degree in Computer Science or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Computer Science Computer/Information Security Computer Engineering Digital Media/Multimedia Technology Internet Services Technology Network Administration Information Technology Educational Technology
Non Transfer	Minimum Requirements	Qualifying Fields
All other CIT courses	An Associate's degree with at least 15 years of field experience in their qualifying field OR a Bachelor's Degree with at least 8 years of experience in a qualifying field or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Computer Science Computer/Information Security Computer Engineering Digital Media/Multimedia Technology Internet Services Technology Network Administration Information Technology Educational Technology

Discipline/Program: Communications		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
COM <u>except</u> COM 181	Master's degree in Communications or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Communications Mass Communications
COM 181	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 Public Speaking/Speech.	Communications Oratory Speech
CMS 141	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 English Literature Journalism Language Arts

		Mass Communications Rhetoric and Composition Technical Writing
CMS 142	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Broadcasting Mass Communications with an emphasis on Radio/TV/Film

Discipline/Program: Computer Aided Drafting		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
BRX CAD	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.	Architecture Building Construction Computer Aided Drafting/Design Engineering

Discipline/Program: Criminal Justice		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
CRJ	An Associate's degree with at least 15 years of field experience in their qualifying field or a Bachelor's Degree with at least 8 years of experience in a qualifying field or a Master's degree in teaching discipline or a Master's 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 Security and Loss Prevention

Discipline/Program: Economics		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ECO	Master's degree in Economics or a 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		
Transfer	Minimum Requirements	Qualifying Fields
EDU EDP	Master's degree in Education or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Education, EPA or EPA or specialized education subfield

MAT 215	Master's degree in Mathematics or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields; prefer experience in elementary or secondary education	Mathematics Statistics
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Discipline/Program: English		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
ENG	Master's degree in English or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Applied Linguistics Creative Writing English Education English Grammar Language Arts Literature Rhetoric and Composition Technical Writing
Non Transfer	Minimum Requirements	Qualifying Fields
ENC	Bachelor's degree with at least 18 semester hours in undergraduate or graduate level English or related fields and teaching experience, preferably in the discipline.	

Discipline/Program: General Education (College Success)		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
GEN102	Master's degree in any field accepted with an understanding of college skills, test-taking strategies, career preparation and college student support structures. KCTCS Online facilitator for GEN102***	
***Facilitator must be credentialed and pass the FACT		
Non Transfer	Minimum Requirements	Qualifying Fields
GEN100	Bachelor's degree in any field accepted with an understanding of college skills, test-taking strategies, career preparation and college student support structures.	

Discipline/Program: History		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
HIS	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)	History

Discipline/Program: Humanities		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
HUM	A master's degree in Humanities or a master's degree with at least 18 graduate semester hours in humanities or a master's degree in liberal arts with a humanities core OR 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.	American Studies with a humanities topic focus Art Classics English/Literature Foreign Languages with a humanities topic focus Humanities Interdisciplinary Studies with a humanities Focus Liberal/General Studies with a humanities Focus Music Philosophy Religion/Theology Theatre Western/Eastern Civilization

Discipline/Program: Human Services		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
FAM HMS	An Associate's degree with at least 15 years of field experience in their qualifying field or a Bachelor's Degree with at least 8 years of experience in a qualifying field or Master's degree in Human Services or Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Clinical Social Work Community Health Community Mental Health Counselor Education Child Development/Human Studies Early Childhood Development Early Childhood Education Family Studies Human Development Human Ecology & Family Consumer Science Human Services Marriage and Family Counseling Mental Health Counseling Psychology Public Health Social Work

Discipline/Program: Information Technology		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
IT NIS	Master's degree in Computer Science or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields**	Computer Engineering Technology Computer Information Administrator Computer Programming Digital Media/Multimedia Technology Internet Services Technology Office Systems/Business Education Computer Engineering Network Administrator
**Some courses may require specialized computer certifications; discuss requirements with Program Coordinator		

Discipline/Program: Interdisciplinary Early Childhood Education		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
IEC	An Associate's degree with at least 15 years of field experience in their qualifying field OR a Bachelor's Degree with at least 8 years of experience in a qualifying field or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Early Childhood Education, Early Education, Pre-School Education, Pre-Kindergarten Child Development/Human Studies Early Childhood Development Early Childhood Education Family Studies Human Development Elementary Education/Early Childhood Education Home Economics/Child Development Psychology (with emphasis in childhood development)

Discipline/Program: Kinesiology and Health Promotion		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
KHP	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Allied Health Kinesiology Nursing Physical Fitness

Discipline/Program: Librarian Courses at HCC: Not Applicable		
Courses	Minimum Requirements	Qualifying Fields
Not Applicable	Master's degree with at least 18 hours in Library Science or Information Science	Information Science Library Science

Discipline/Program: Machine Tool Technology Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
MTT	Associate's degree and demonstrated competencies in any related discipline or program listed.	Engineering Engineering Technology Machine Tool Technology

Discipline/Program: Math Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
MAT MAT <u>except</u> MAT 55, 65, 120 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	Mathematics Statistics
MAT 120	Master's Degree in Mathematics or Related Field and teaching experience within the discipline."	
MAT	Master's degree in Mathematics or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields; prefer experience in elementary or secondary education	Mathematics Statistics
Non Transfer	Minimum Requirements	Qualifying Fields
MAT 55 MAT 65	Bachelor's degree in the discipline or related field and teaching experience, preferably in the discipline.	

Discipline/Program: MIT--Electrical Technology Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
EET ELT	Associate's degree and demonstrated competencies in any related discipline or program listed. Certification may be required; discuss with Program Coordinator.	Electrical Technology

Discipline/Program: MIT--Engineering Technology Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
EET ELT FPX	Associate's degree and demonstrated competencies in any related discipline or program listed.	Engineering Technology

Discipline/Program: MIT--Industrial Maintenance Technology		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
FPX IMT MST	Associate's degree and demonstrated competencies in any related discipline or program listed.	Industrial Maintenance Technology

Discipline/Program: Music		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
MUS	Master's degree in discipline, or a Master's degree with at least 18 graduate semester hours in the qualifying field.	Music

Discipline/Program: Nursing		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
NSG	Master's degree in Nursing; or bachelor's degree in Nursing if program meets accreditation standards for ratio of master's to bachelor's degree nurses **	Nursing
Non Transfer	Minimum Requirements	Qualifying Fields
NAA 100	Associate's degree in Nursing; two years documented long term care experience; MOA certified** KCTCS Online Learn on Demand (LOD) facilitator for NAA 100 ***	Nursing
NPN	Bachelor's degree in the discipline **	Nursing
** All Nursing faculty must hold current Registered Nurse licensure in Kentucky or compact state. Clinical supervision: bachelor's degree in the qualifying fields. Functions under supervision of full-time faculty. ***KCTCS Online LOD Facilitator must be credentialed and pass the FaCT		

Discipline/Program: Office Systems Technology		
Courses at HCC: Transfer/Non Transfer		
Transfer	Minimum Requirements	Qualifying Fields
CLA	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Classical Languages Business Business Education Computer Information Administrator
Non Transfer	Minimum Requirements	Qualifying Fields
OST	Bachelor's degree in any combination of the qualifying fields or Associate's degree and demonstrated competencies in any related discipline or program listed.	Business Business Education Computer Information Office Systems Technology

Discipline/Program: Pharmacy

Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
PHA	Associate's degree and Certificated Pharmacy Technician with demonstrated competencies in any related discipline or program listed.	Pharmacy Pharmacy Technician

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

Discipline/Program: Phlebotomy		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
PHB	Associate's degree and demonstrated competencies in any related discipline or program listed.	Nursing Phlebotomy

Discipline/Program: Physics		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
AST GEO GLY PHY	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields** KCTCS Online Learn on Demand (LOD) facilitator for PHY 171***	Astronomy Earth Science Geology Meteorology Oceanography Physical Geography Physical Science Physics
***KCTCS Online LOD: an individual with a master's degree in an engineering field may facilitate the physics course. Facilitator must be credentialed and pass the FaCT		

Discipline/Program: Political Science		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
POL	Master's degree in discipline 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,	Political Science Accept Master in Public Policy and Public administration to teach American Government

	or Hispanic studies may be counted). A juris doctorate may be used to satisfy academic preparation for teaching American government.	
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Discipline/Program: Psychology		
Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
PSY	Master's degree in discipline or a master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Psychology** Guidance Mental Health
** 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.		

Discipline/Program: Reading		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
RDG	Bachelor's degree with at least 12 undergraduate or graduate hours in a qualifying field. Teaching experience in the discipline will also be considered.	Reading Literacy English Literature Communications Education ESL

Discipline/Program: Real Estate		
Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
REA	Bachelor's degree in any combination of the qualifying fields; hold Real Estate license	Business Business Administration

Discipline/Program: Religious Studies		
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

Discipline/Program: Sociology		
Courses at HCC: Transfer		

Transfer	Minimum Requirements	Qualifying Fields
FAM SOC SWK	Master's degree in discipline or a Master's degree with at least 18 graduate semester hours in the qualifying field.	Sociology

Discipline/Program: Spanish Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
SPA	Master's degree in discipline, or a Master's degree with at least 18 graduate semester hours in the qualifying field.	Spanish

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	Mathematics Statistics

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

Discipline/Program: Visual Communications (pending) Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields
VCA 151	Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields	Broadcasting Mass Communications with an emphasis on Radio/TV/Film

Discipline/Program: Welding Courses at HCC: Non Transfer		
Non Transfer	Minimum Requirements	Qualifying Fields
WLD	Associate's degree and demonstrated competencies in any related discipline or program listed. AWS certification may be required; discuss with Program Coordinator.	Welding

Discipline/Program: Women and Gender Studies Courses at HCC: Transfer		
Transfer	Minimum Requirements	Qualifying Fields

WGS	Master's degree in discipline or a Master's degree with at least 18 graduate semester hours in any combination of the qualifying fields.	Sociology Women's Studies Gender Studies
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