



DONNELLY COLLEGE

# Faculty Credentials Handbook

2023-2024

The Donnelly College Faculty Credentials Handbook is designed to guide the institution in ensuring that qualifications of all faculty members are in compliance with faculty requirements and guidelines of the Higher Learning Commission (HLC).

# Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>HLC Expectations .....</b>	<b>3</b>
<b>Faculty Credentials Guidelines .....</b>	<b>3</b>
<b>Alternative Credentials .....</b>	<b>4</b>
<b>Definition of Course Levels .....</b>	<b>4</b>
100- Level Introductory.....	4
200-Level Intermediate .....	5
300-Level Advanced .....	5
400-Level Advanced .....	6
<b>Guide to Course Prefixes .....</b>	<b>7</b>
<b>Credentialing Requirements .....</b>	<b>8</b>
Business.....	8
Education.....	9
Information Systems .....	10
Information Technology .....	11
Liberal Arts & Sciences .....	12
Nursing.....	18
Business Leadership.....	19
Religious Studies and Philosophy .....	20
Success First.....	21

## Introduction

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The Donnelly College Faculty Credentials Manual is designed to guide the institution in ensuring that qualifications of all faculty members are in compliance with faculty requirements and guidelines of the Higher Learning Commission (HLC). The purpose of this manual is twofold: (1) it identifies the academic qualifications required of faculty to teach courses in each discipline and program offered by the College; and (2) it outlines the process for approving individuals to teach courses based on alternative (or experiential) qualifications.

## HLC Expectations

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Criterion Three speaks to faculty qualifications, specifically Core Component 3.C., subcomponents 3.C.1., 3.C.2., and 3.C.4.

Criterion Three. Teaching and Learning: Quality, Resources, and Support

The institution provides high quality education, wherever and however its offerings are delivered.

Core Component 3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.

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 consortia 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.

## Faculty Credentials Guidelines

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Donnelly College is committed to maintain full HLC accreditation compliance in the hiring of all faculty members. Each course in every discipline requires relevant experience and expertise to support the student learning outcomes that exist for each course or program in the College curricula. Such credentials may include a degree in the field associated with the course or program or alternative credentials that result in the same learning outcome.

1. General education courses: master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate credit hours in the teaching discipline).

2. Associate degree courses: master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate credit hours in the teaching discipline).
3. Baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate credit hours in the teaching discipline).
4. Success First courses: master's degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in preparatory education.
5. eLearning courses: faculty members who teach fully online or blended courses must successfully complete training as approved by the Dean of the College.

The Dean of the College may recommend/appoint a faculty member without the specified degree requirements whenever background or experience is deemed equivalent to academic credentials required to fulfill the responsibilities of the position. Justification for such exceptions will be fully documented in the Human Resources files.

All degrees must be from a regionally accredited college or university and verified by official transcripts. Payment for adjunct faculty will not be released until official transcripts are on file in the Human Resources office.

## **Alternative Credentials**

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Faculty members may have experience that clearly contributes to student learning outcomes and can be considered in lieu of formal academic preparation. Donnelly College considers competence in the field, national accreditation, professional licensure, and/or certificates, honors and awards, continuous document excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

## **Definition of Course Levels**

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### **100- Level Introductory**

These courses are broad surveys or an introduction to a discipline. They may have prerequisites, if it is a sequential course.

*Assumptions: Students demonstrate appropriate reading, writing, and mathematical skills to comprehend fundamental college-level textbook information.*

- Introduce students to terms, concepts, techniques and ways of thinking/learning within the discipline, typically in the context of a relatively broad survey of topics.
- Focus on incorporating, recalling, and understanding basic information and connections among facts and concepts.
- Include assessment/evaluation tools that place emphasis on expected outcomes within the discipline.
- Practice techniques necessary for the specific discipline.
- Recognize and create meaningful categories of terms and concepts from materials presented in the course.
- Focus on writing abilities that include but are not limited to composing definitions, paragraphs or essays.
- Practice fundamental reading, comprehension, and writing skills.
- Introduce critical thinking skills.

### **200-Level Intermediate**

These courses have greater emphasis on understanding and making connections to terms and concepts within a discipline. They may have prerequisites.

*Assumptions: Students are familiar with expository, narrative, and persuasive writing. Students have an understanding of qualitative and quantitative research information in their area of study.*

- Extend understanding of terms and concepts within the discipline, although typically within a more specifically defined topic.
- Include assessment/evaluation tools that place emphasis on expected outcomes within the discipline.
- Develop the ability to integrate terms and concepts from throughout the discipline
- Apply analytical and communication skills demonstrated in other courses
- Connect relationships among terms and concepts within the discipline
- Develop written and oral communication skills
- Apply college-level reading, comprehension, and writing skills
- Employ critical thinking skills.

### **300-Level Advanced**

These are advanced course that provide depth of study in a specialized topic or practicum experiences. They often require prerequisites and demonstrated readiness for advanced level of study.

*Assumptions: Students are able to maintain a rigorous work load that includes, but is not limited to research, writing essays, projects, and meeting deadlines.*

- Utilize the use of specialized terms, concepts, techniques and approaches which pertain to more specifically defined topics within a discipline.
- Examine a wide variety of assessment and/or evaluation tools requiring outside sources of information to create divergent outcomes.
- Construct relationships across multiple concepts for students to develop a deeper understanding of the discipline.
- Identify independent values, biases, viewpoints, and theories within the discipline.
- Assume the responsibility for seeking instructional assistance, work independently and cooperatively, while practicing time management skills for all course work.
- Take part in self and peer evaluation for factual and/or conceptual knowledge within the discipline.
- Apply critical thinking skills, concepts, theories, and cause and effect relationships for a more integrated knowledge base specific to the discipline.
- Discern the use of appropriate independent sources of research information.
- Compose written work and oral presentations appropriate to the discipline.

#### **400-Level Advanced**

These are highly specialized courses, independent study, capstone seminars, capstone practicum experiences, and/or internships. Prerequisites, demonstrated level of readiness, the ability to work independently, and/or advancement within the major are required for this advanced level work.

*Assumptions: Students have acquired a substantial amount of knowledge in their area of study. Students are producing an extensive amount of work that include, but not limited to essays, portfolios, and oral presentations.*

- Develop and analyze the most current terms, concepts, theories, techniques, and approaches which shape the discipline.
- Formulate diverse responses and/or products that are created with minimal guidance from the instructor.
- Appraise innovative techniques and approaches that respect diverse assignments and/or projects.
- Constructively analyze, synthesize, and critique the use of scholarship in the discipline.
- Create independent application of writing assignments, oral presentations, and/or performances in the standards of the discipline.
- Work independently towards the solution of problems and creation of new outcomes.
- Construct independent evaluation of problems, solutions, and product creation that is potentially original to the discipline.
- Combine a wide variety of assessment and/or evaluation tools requiring primary and secondary resources research information to create divergent outcomes.

## Guide to Course Prefixes

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AN	Anthropology
BL	Biology
BS	Business
AS	Success First
CH	Chemistry
EC	Economics
ED	Education
EG	Engineering
EN	English
FA	Fine Arts
GE	Geography
GTC	Gateway to College
HR	Health and Recreation
HS	History
IS	Information Systems
IT	Information Technology
MT	Mathematics
NU	Nursing
OL	Organizational Leadership
PH	Philosophy
PS	Political Science
PX	Physics
PY	Psychology
RS	Religious Studies
SC	Science
SO	Sociology
SP	Spanish
WL	World Languages

# Credentialing Requirements

## Business

Course #	Course Title	Minimum Qualifications
BS 101 BS 102 BS 103 BS 104 BS 110 BS 116 BS 121 BS 122 BS 123 BS 138 BS 152 BS 181 BS 182	Introduction to Business Principles of Management Personal Finance Principles Supply Chain Management Human Resources Management Business Communications Principles of Accounting I Principles of Accounting II Accounting on Computers Income Tax Procedures Introduction to Entrepreneurship Cooperative Education Practicum I Cooperative Education Practicum II	Master's degree in Business or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business</li> <li>• Business Administration</li> <li>• Economics</li> <li>• Finance</li> <li>• Human Resource Management</li> <li>• Management</li> <li>• Marketing</li> </ul>
BS 220 BS 231 BS 232 BS 301 BS 302	Legal Environment of Business Business Law I Business Law II Economics for Managers Survey of Accounting & Financial Management	Master's degree in Business or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business</li> <li>• Business Administration</li> <li>• Economics</li> <li>• Finance</li> <li>• Human Resource Management</li> <li>• Management</li> <li>• Marketing</li> </ul>
BS 303	Essentials of Management Information Systems	Master's degree in Business or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Business</li> <li>• Business Administration</li> <li>• Computer Information Systems</li> <li>• Management</li> <li>• Management Information Systems</li> </ul>
BS 310 BS 315 BS 390	Introduction to Marketing Financial Decision Making Special Studies: Investments	Master's degree in Business or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business</li> <li>• Business Administration</li> <li>• Economics</li> <li>• Finance</li> <li>• Human Resource Management</li> <li>• Management</li> <li>• Marketing</li> </ul>



## Education

Course #	Course Title	Minimum Qualifications
ED 101	Introduction to Urban Education	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Adult Education</li> <li>• Education Technology</li> <li>• Elementary Education</li> <li>• Higher Education</li> <li>• Secondary Education</li> </ul>
ED 104	Elementary Music Methods	
ED 105	Instructional Media and Technology	
ED 106	Elementary Art Methods	
ED 107	Introduction to Teaching as a Profession	
ED 108	Multicultural Education	
ED 301	Perspective Ed for Cultural & Diverse Learners	
ED 302	Elementary Social Studies Methods	
ED 303	Elementary Reading Methods	
ED 304	Techniques for Instructional Success	
ED 310	Practicum/Seminar A	
ED 312	Elementary Language Arts Methods	
ED 315	Literacy and Linguistics	
ED 316	Elementary Physical Education and Health	
ED 320	Practicum/Seminar B	
ED 400	Test and Measurements	
ED 401	Elementary Mathematics Methods	
ED 402	Elementary Science Methods	
ED 403	Language Assessment and Appraisal	
ED 404	Foundations of Urban Education	
ED 410	Practicum/Seminar C	
ED 415	Teaching Internship and Seminar	

## Information Systems

Course #	Course Title	Minimum Qualifications
IS 303	Essentials of Management Information Systems	Master's degree in computer information systems or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Computer Engineering</li> <li>• Computer Science</li> <li>• Computer-based Information Systems (e.g., Management, Decision Sciences)</li> <li>• Information Technology</li> <li>• Management Information Systems</li> <li>• Networking Services</li> <li>• Software Engineering</li> <li>• Engineering programs with appropriate Computer Science or Computer Programming coursework.</li> </ul> Demonstrated competencies in the teaching discipline or industry recognized certification may substitute for academic preparation.
IS 304	Disaster Recovery and Business Continuity	
IS 305	Information Security Management	
IS 310	Advanced Network and Telecommunication	
IS 311	Information Systems Project Management	
IS 315	Object-Oriented Programming	
IS 325	Advanced Database (Oracle)	
IS 401	Cryptography & Net Security Fundamentals	
IS 402	Cloud Computing	
IS 403	Cybercrime	
IS 405	Senior Integrative Experience I (Planning)	
IS 406	Senior Integrative Experience II (Implementation)	
IS 410	Business Analytics	
IS 415	Enterprise Software Installation & Maintenance	
IS 417	Server Virtualization	
IS 420	Topics in Information Systems	

## Information Technology

Course #	Course Title	Minimum Qualifications
IT 104	Microcomputer Operating Systems	Bachelor's degree in computer information systems or closely related field and demonstrated professional experience in the teaching discipline or industry recognized certification.
IT 111	Microcomputer Essentials	
IT 112	Presentation Software	
IT 113	Word Processing	
IT 114	Desktop Publishing	
IT 115	Web Page Design	
IT 116	Using the Internet	
IT 119	Spreadsheets	
IT 130	Inside the PC	
IT 123	Fundamentals of Programming	
IT 125	Fundamentals of Database Systems	
IT 135	Program Solving and Programming I	
IT 140	Graphic Design	
IT 181	Cooperative Education Practicum I	
IT 182	Cooperative Education Practicum II	
IT 210	Networks & Telecommunications	
IT 216	Unix Operating System	
IT 217	Mobile OS Programming I	
IT 218	Mobile OS Programming II (iOS)	
IT 227	Introduction to Java	
IT 230	Introduction to System Design & Analysis	
IT 235	Problem Solving and Programming II	

## Liberal Arts & Sciences

Course #	Course Title	Minimum Qualifications
AN 101	Cultural Anthropology	Master's degree in Anthropology or a master's degree with at least 18 graduate credit hours in Anthropology.
AN 108	Introduction to Popular Culture	Master's degree with at least 18 graduate credit hours in any combination of the following fields: <ul style="list-style-type: none"> <li>• American Studies</li> <li>• Anthropology</li> <li>• Communication</li> <li>• Cultural Studies</li> <li>• English</li> <li>• Film Studies</li> <li>• Media Studies</li> </ul>
BL 100	Medical Terminology	Master's degree in Biology or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Anatomy &amp; Physiology</li> <li>• Biochemistry</li> <li>• Biology</li> <li>• Healthcare</li> <li>• Microbiology</li> </ul>
BL 101 BL 101.1 BL 133 BL 136 BL 136.1 BL 141 BL 201 BL 110 BL 130	Principles of Biology Principles of Biology Lab Human Physiology Physiology and Anatomy Physiology and Anatomy Lab Environmental Science Microbiology Lifetime Fitness and Community Wellness Fundamentals of Nutrition	Master's degree in Biology or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Anatomy &amp; Physiology</li> <li>• Biochemistry</li> <li>• Biology</li> <li>• Ecology</li> <li>• Environmental Science</li> <li>• Microbiology</li> <li>• Zoology</li> </ul>
CH 100 CH 101 CH 102	General Chemistry College Chemistry I College Chemistry II	Master's degree in Chemistry or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Chemistry</li> <li>• Biochemistry</li> </ul>
EC 201 EC 202	Principles of Macroeconomics Principles of Microeconomics	Master's degree in Economics or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Business</li> <li>• Economics</li> <li>• Finance</li> </ul>
EG 103	Introduction to Engineering	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Material Sciences</li> <li>• Physics</li> </ul>

EG 107 EG 108 EG 181 EG 200.1 EG 200.2 EG 200.3	Introduction to 2D Computer-Aided Drafting Advanced Computer Aided Drafting Special Studies: Coop Education Practicum Practicum in Computer-Aided Drafting Practicum in Computer-Aided Drafting Practicum in Computer-Aided Drafting	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Architecture</li> <li>• Engineering</li> <li>• Engineering Technology</li> <li>• Engineering Graphics</li> </ul>
EN 100	Freshman Seminar	Master's degree in any field.
EN 108	Introduction to Popular Culture	Master's degree with at least 18 graduate credit hours in any combination of the following fields: <ul style="list-style-type: none"> <li>• American Studies</li> <li>• Anthropology</li> <li>• Communication</li> <li>• Cultural Studies</li> <li>• English</li> <li>• Film Studies</li> <li>• Media Studies</li> </ul>
EN 111 EN 112	English Composition I English Composition II	Master's degree in English or a master's degree with at least 18 graduate credit hours in English.
EN 113	Writing for Academic Purposes	Master's degree in English or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• English</li> <li>• Education</li> </ul>
EN 115 EN 121	Poetry of the Hebrew Scriptures Introduction to the Novel	Master's degree with at least 18 graduate credit hours in English.
EN 135	Literature for Children	Master's degree with at least 18 graduate credit hours in English and/or Education.
EN 136	Literature of the Black Tradition	Master's degree with at least 18 graduate credit hours in English and/or African American Studies.
EN 140 EN 142	Public Speaking Oral Interpretation	Master's degree in Communication or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Communication</li> <li>• English</li> <li>• Theater</li> </ul>
EN 143	Interpersonal Communication	Master's degree in Communications or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• English</li> <li>• Communication</li> </ul>
EN 144	Reader's Theatre	Master's degree in Communication or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Communication</li> <li>• English</li> <li>• Theater</li> </ul>

EN 145	New Testament Biblical Literature	Master's degree in Religious Studies or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Religious Studies</li> <li>• Theology</li> <li>• English</li> </ul>
EN 150	Intercultural Communication	Master's degree with at least 18 graduate credit hours in English and/or Communication.
EN 193	Special Studies: Honors Seminar	
EN 215	Creative Writing	Master's degree in English or a master's degree with at least 18 graduate credit hours in English.
EN 220	World Literature in English	
EN 221	Survey of World Mythology	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Anthropology</li> <li>• Cultural Studies</li> <li>• English</li> <li>• Religious Studies</li> <li>• Theology</li> </ul>
EN 222	Introduction to Shakespeare	Master's degree in English or a master's degree with at least 18 graduate credit hours in English.
EN 302	Religion in Film	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Anthropology</li> <li>• Cultural Studies</li> <li>• English</li> <li>• Film Studies</li> <li>• Media Studies</li> <li>• Religious Studies</li> <li>• Theology</li> </ul>
EN 303	Bible as Literature	Master's degree in English or a master's degree with at least 18 graduate credit hours in English.
EN 304	Writing Workshop: Poetry	
EN 305	American Literature: Beginnings to 1865	
EN 401	The Victorian Novel	
FA 104	Survey of the Arts	Master's degree with at least 18 graduate credit hours in Art History and/or Fine Arts.
FA 105	Music Appreciation	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Music</li> <li>• Music History</li> <li>• Music Theory</li> <li>• Musical Performance</li> </ul>
FA 110	Art in the World	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Art History</li> <li>• Fine Arts</li> </ul>
FA 112	Drawing I	Master's degree in Fine Arts or a master's degree with at least 18 graduate credit hours in Fine Arts.
FA 113	Painting I	
FA 114	Drawing II	
FA 124	Painting II	
FA 140	Graphic Design	
FA 181	Cooperative Education Practicum	

FA 205	American Film Culture	Master's degree with at least 18 graduate credit hours in any combination for the following qualifying fields: <ul style="list-style-type: none"> <li>• American Studies</li> <li>• Anthropology</li> <li>• Communication</li> <li>• Cultural Studies</li> <li>• English</li> <li>• Film Studies</li> <li>• Media Studies</li> </ul>
GE 101	World Geography	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Geography</li> <li>• History</li> </ul>
HR 125 HR 126 HR 127 HR 128 HR 129 HR 130 HR 131 HR 132 HR 133	Principles of Health and Fitness Team Sports I Soccer Soccer Soccer Soccer Soccer Soccer Soccer Soccer	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Kinesiology</li> <li>• Physical Education</li> <li>• Sports Sciences</li> </ul>
HS 101 HS 102 HS 111 HS 112 HS 121 HS 122	Early World Civilizations Modern World Civilizations Early Western Civilization Modern Western Civilization Early American History Late American History	Master's degree in History or a master's degree with at least 18 graduate credit hours in History.
HS 123	World's Living Religions	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• History</li> <li>• Religious Studies</li> <li>• Theology</li> </ul>
HS 125	The Immigrant Experience, Then and Now	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• American Studies</li> <li>• Cultural Studies</li> <li>• History</li> </ul>
HS 221	Black American History	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• African American Studies</li> <li>• American Studies</li> <li>• History</li> </ul>
HS 222 HS 223 HS 301	Chicano Experience Latin American History Immigration in the United States	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• American Studies</li> <li>• Chicano/a Studies</li> <li>• History</li> <li>• Latin American Studies</li> </ul>

MT 020 MT 080 MT 085	Math Strategies Arithmetic Basic Algebra	Bachelor's degree with at least 18 graduate credit hours in undergraduate or graduate level mathematics or math-related coursework, included mathematics education coursework: <ul style="list-style-type: none"> <li>• Applied Science</li> <li>• Business</li> <li>• Chemistry</li> <li>• Engineering</li> </ul>
MT 103 MT 106 MT 121 MT 130 MT 133 MT 136 MT 228 MT 231 MT 232 MT 233 MT 235	Intermediate Algebra Contemporary Mathematics Introduction to Statistics College Algebra Pre-Calculus Trigonometry Business Calculus Calculus & Analytic Geometry I Calculus & Analytic Geometry II Calculus & Analytic Geometry III Differential Equations	Master's degree in mathematics or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Mathematics</li> <li>• Statistics</li> </ul>
PS 101 PS 111 PS 112 PS 120 PS 211	Principles of Political Science American Government State and Local Government Introduction to Constitutional Law International Relations	Master's degree in Political Science or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Government</li> <li>• History</li> <li>• International Studies</li> <li>• Law</li> <li>• Political Science</li> <li>• Public Administration</li> <li>• Public Policy</li> </ul>
PX 110 PX 111 PX 201	College Physics I College Physics II Engineering Physics I	Master's degree in Physics or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Physics</li> </ul>
PY 101	General Psychology	Master's degree with at least 18 graduate credit hours in Psychology.
PY 205 PY 211 PY 213 PY 301	Human Growth and Development Child Psychology Psychology of the Exceptional Child Educational Psychology	Master's degree in Psychology or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Education</li> <li>• Psychology</li> </ul>
SC 101 SC 200	Fundamentals of Physical Science Earth Science	Master's degree with at least 18 graduate credit hours in Physical Science.
SO 100 SO 101 SO 110	Introduction to Sociology Social Problems Foundations of Social Science	Master's degree in Sociology or a master's degree with 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Social Work</li> <li>• Sociology</li> </ul>



SO 111	Marriage and the Family	Master's degree in Counseling or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Social Work</li> <li>• Sociology</li> </ul>
SO 130	Multicultural Education	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Education</li> <li>• Educational Administration</li> <li>• Psychology</li> <li>• Social Work</li> <li>• Sociology</li> </ul>
SO 205	American Film Culture	Master's degree in Film Studies or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• American Studies</li> <li>• Anthropology</li> <li>• Communication</li> <li>• Cultural Studies</li> <li>• English</li> <li>• Film Studies</li> <li>• Media Studies</li> </ul>
SO 209	Introduction to Social Welfare	Master's degree in Sociology or a master's degree with 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Counseling</li> <li>• Social Work</li> <li>• Sociology</li> </ul>
SO 210	Introduction to Social Work	
SP 101 SP 102 SP 201 SP 202 SP 203 SP 301 SP 302 SP 310 SP 320 SP 401	Beginning Spanish I Beginning Spanish II Intermediate Spanish I Intermediate Spanish II Conversation and Composition Literature in Spanish I Literature of the Americas Introduction to US Latino Literature Spanish Grammar & Composition Cervantes Great Works	Master's degree in Spanish or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Latin American Literature</li> <li>• Spanish</li> </ul>
WL 130 WL 230	French I French II	Master's degree in French.

## Nursing

Course #	Course Title	Minimum Qualifications
NU 100	Foundations of Nursing	Bachelor's degree in Nursing.
NU 100.1	Foundations of Nursing Lab	Bachelor's degree in Nursing, preferably with one year experience in Sim Lab.
NU 101 NU 102	Foundations of Nursing Clinical Medical Surgical Nursing I	Bachelor's degree in Nursing.
NU 102.1	Medical Surgical Nursing I Lab	Bachelor's degree in Nursing, preferably with one year experience in Sim Lab.
NU 103 NU 104 NU 180 NU 200	Pharmacology Medical Surgical Nursing I Clinical Special Studies Coop Learning Pract Nursing Medical Surgical Nursing II	Bachelor's degree in Nursing.
NU 200.1	Medical Surgical Nursing II Lab	Bachelor's degree in Nursing, preferably with one year experience in Sim Lab.
NU 201 NU 202 NU 203 NU 204 NU 205	Medical Surgical Nursing II Clinical Maternal Child Nursing Maternal Child Nursing Clinical Gerontology Mental Health Nursing	Bachelor's degree in Nursing.
NU 206	LPN to RN Transition	Master's degree in Nursing, preferably focus in Nursing Education.
NU 208	Advanced Skills	Master's degree in Nursing, preferably focus in Nursing Education and one year experience in Sim Lab.
NU 209 NU 209.1 NU 210 NU 212	Medical Surgical III Medical Surgical III Clinical Advanced Pharmacology End of Life/Palliative Care	Master's degree in Nursing, preferably focus in Nursing Education.
NU 220	NCLEX-PN Review	Bachelor's degree in Nursing.
NU 221 NU 221.1 NU 222 NU 223 NU 225	Medical Surgical IV Medical Surgical IV Clinical Leadership in Nursing Public and Community Health Nursing NCLEX-RN Review	Master's degree in Nursing, preferably focus in Nursing Education.

## Business Leadership

Course #	Course Title	Minimum Qualifications
OL 301	Leadership Fundamentals I	Master's degree in Organizational Leadership or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Business</li> <li>• Business Administration</li> <li>• Leadership</li> <li>• Management</li> <li>• Organizational Leadership</li> </ul>
OL 302	IT as Leadership Instrument	Master's degree in Organizational Leadership or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Business</li> <li>• Business Administration</li> <li>• Management</li> <li>• Management Information Systems</li> </ul>
OL 303 OL 304 OL 310 OL 334 OL 340 OL 400 OL 401 OL 403 OL 404 OL 405 OL 406 OL 481 OL 482	Elements of Management and Supervision Leadership Processes & Communication Special Studies: Nonprofit Leadership Portfolio Development for Prior Learning The Art & Practice of Community Leadership Leadership Fundamentals II Legal, Ethical & Spiritual Dimensions Leadership Organizational Theory & Behavior Multicultural Issues in Leadership Senior Integrative Experience I (Planning) Senior Integrative Experience II (Implementation) Independent Study in Organizational Leadership Directed Readings in Organizational Leadership	Master's degree in Organizational Leadership or a master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Business</li> <li>• Business Administration</li> <li>• Leadership</li> <li>• Management</li> <li>• Organizational Leadership</li> </ul>

## Religious Studies and Philosophy

Course #	Course Title	Minimum Qualifications
PH 100 PH 112	Logic Philosophy of the Human Person	Master's degree in Philosophy or a master's degree with at least 18 graduate credit hours in Philosophy.
PH 171	New Testament: An Overview	Master's degree in Theology or a master's degree with at least 18 graduate credit hours in Theology.
PH 210 PH 212 PH 213 PH 215 PH 220	Introduction to Philosophy Ethics of Service General Ethics International Ethics Ethical & Professional Issues in Healthcare	Master's degree in Philosophy or a master's degree with at least 18 graduate credit hours in Philosophy.
PH 225	Foundations of Theology	Master's degree in Theology or a master's degree with at least 18 graduate credit hours in Theology.
PH 260 PH 301 PH 302 PH 303 PH 401 PH 402	Business Ethics Ancient Philosophy Logic and Epistemology Philosophy of Nature Metaphysics Contemporary Philosophers	Master's degree in Philosophy or a master's degree with at least 18 graduate credit hours in Philosophy.
RS 135 RS 135.1 RS 145 RS 147 RS 225 RS 301 RS 302 RS 303 RS 304 RS 305 RS 306 RS 307 RS 308 RS 309 RS 310	Survey of Catholic Belief Survey of Catholic Belief New Testament Biblical Literature Introduction to Vatican II Foundations of Theology Comparative Religions Religion in Film International Solidarity: Solidarity in a World without Borders: The Vision of Catholic Social Teaching Roman Catholic Sexual Ethics Solidarity in a World without Borders Spirituality in the Christian Tradition The Church, the Mission, and the New Evang Social Movements in Modern Christianity Church History I Catechism I	Master's degree in Theology or a master's degree with at least 18 graduate credit hours in Theology.
TH 110 TH 310	The Search for God Theology of the Human Person	Master's degree in Theology or a master's degree with at least 18 graduate credit hours in Theology.

## Success First

Course #	Course Title	Minimum Qualifications
CCS 040	Success First Intensive English	Master's degree in TEOSL with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Adult Education</li> <li>• Higher Education</li> <li>• Linguistics</li> <li>• Secondary Education</li> </ul>
CCS 096 CCS 096.2 CCS 097 CCS 097.2 CCS 098 CCS 100 CCS 100.2 CCS 103 CCS 101 CCS 170	Writing Essentials Writing Strategies Reading Essentials Reading Strategies Success First Lab College and Career Success College and Career Success Writing to Think First Year Experience Career Awareness and Exploration	Master's degree with at least 18 graduate credit hours in any combination of the following qualifying fields: <ul style="list-style-type: none"> <li>• Adult Education</li> <li>• English</li> <li>• Higher Education</li> <li>• Secondary Education</li> <li>• Special Education</li> </ul>