

## ***Equivalency Request Form***

Date:

Applicant's Name:

Equivalency to stated minimum qualifications in the District is based on the degrees and/or experience delineated in "Minimum Qualifications for Faculty and Administrators in California Community Colleges" published by the California Community College Chancellor's Office. Applicants should refer to this document when completing this request.

### Disciplines Requiring a Master's Degree

Applicants requesting equivalency in a discipline that requires a Master's Degree must complete PART 1 of this request form and attach a narrative document, not to exceed one page, which supports the request for equivalency based on the criteria marked below. Appropriate evidence (transcripts, catalog descriptions, evidence of work experience, etc.) must be included with this request.

### Disciplines Requiring a Specific Bachelor's or Associate's Degree

Applicants requesting equivalency in a discipline that requires a specific Bachelor's or Associate's Degree must complete PART 2 of this request form and attach a narrative document, not to exceed one page, which supports the request for equivalency based on the criteria marked below. Appropriate evidence (transcripts, catalog descriptions, evidence of work experience, etc.) must be included with this request.

### Disciplines in Which a Master's Degree is not Generally Expected or Available

Applicants requesting equivalency in a discipline in which a Master's Degree is not generally expected or available must complete PART 2 of this request form and attach a narrative document, not to exceed one page, which supports the request for equivalency based on the criteria marked below. Appropriate evidence (transcripts, catalog descriptions, evidence of work experience, etc.) must be included with this request.

Part I and Part II identify the minimum qualifications to be considered for equivalency. Meeting one or more of the qualifications listed below does not guarantee that equivalency will be granted as discipline experts will scrutinize the applicant's request and supporting documentation to determine whether the applicant's education and experience are *equivalent to the published minimum qualifications*.

The District does not grant equivalency on the basis of eminence. Nor does it grant single-course equivalencies.

## ***PART (Option) I***

### **Minimum Qualifications for Disciplines Requiring a Master's Degree**

1. Discipline for which applicant claims equivalency:
2. Degree requirements for this discipline:
3. The applicant possesses the following degrees, which must be granted by regionally accredited institutions:
4. The applicant requests equivalency on the basis of one of the following (please check the appropriate criteria):
  - A. Applicant holds a Master's Degree that is not in the discipline, but a Bachelor's Degree that may be equivalent if:
    - i. The Master's Degree is in a related field, or
    - ii. The Master's Degree is in an unrelated field, but the applicant possesses significant, verifiable discipline-related experience and skills. This applicant will be held to a higher level of scrutiny.
  - B. Applicant does not hold a Master's Degree, but combines verifiable education and experience to justify equivalency. This applicant will be held to an even higher level of scrutiny than an applicant who possesses a Master's Degree in the discipline or related discipline and must meet, at a minimum, one of the following conditions:
    - i. The applicant possesses a BA/BS in the discipline or related discipline and has at least 30 units of graduate or upper division units of course work in the discipline and at least one of the following:
      - Two years direct work experience in the field.
      - Two years supervised research in the field.
      - A publication record that demonstrates mastery of the field.
    - ii. The applicant has a BA/BS in the discipline or related discipline and appropriate license in the field.
    - iii. The applicant has a BA/BS in the discipline or related discipline and certificate for instruction in the field.
5. \*To verify equivalency, the applicant must provide a narrative document that supports the request as well as the appropriate evidence, which may include, but is not limited to, the following:
  - a. Copies of transcripts noting the relevant coursework.
  - b. Catalog descriptions of the courses referenced above.
  - c. Evidence of discipline-related work experience, research, or publications.  
*\*Include as a separate document.*

***PART (Option) 2***

**Minimum Qualifications for Disciplines in Which a Master's Degree is not Generally Expected or Available and in Which a Specific Bachelor's Degree or Associate's Degree is Required**

1. Discipline for which the applicant claims equivalency:
2. Degree requirements for this discipline:
3. The applicant possesses the following degrees, which must be granted by regionally accredited institutions:
4. The applicant possesses the following work experience:
5. The applicant requests equivalency on the basis of one of the following (please check the appropriate criteria):
  - a. Education
    - i. Applicant possesses a BA/BS or AA/AS in a related field when the published minimum qualifications require a specific BA/BS or AA/AS.
  - b. Education and Experience
    - i. Applicant possesses 120 semester units of coursework, half of which is general education coursework and half of which is upper division coursework AND possesses two year experience when the published minimum qualifications require a BA/BS and two year experience. Conclusive evidence of both education and experience is required.
    - ii. Applicant possesses 60 semester units of lower division coursework, 40 of which are general education units AND six year experience when the published minimum qualifications require an AA/AS and six year experience. Conclusive evidence of both education and experience is required.
  - c. Experience
    - i. Occupational proficiency as evidenced by the minimum number of years identified in the published minimum qualifications plus additional education, which includes college coursework or industry training in the discipline. This applicant should submit a writing sample to illustrate the applicant's ability to articulate him/herself in a collegiate environment.
6. \* To verify equivalency, the applicant must provide a narrative document that supports the request as well as the appropriate evidence, which may include, but is not limited to, the following:

- a. Copies of transcripts noting the relevant coursework.
- b. Catalog descriptions of the courses referenced above.
- c. Evidence of work experience in the discipline.

*\* Include as a separate document*