

YOSEMITE COMMUNITY COLLEGE DISTRICT

**DETERMINATION OF EQUIVALENCY  
DISCIPLINES IN WHICH A MASTER'S DEGREE IS NOT GENERALLY AVAILABLE**

**To:** Send Equivalency Application and Documentation to Academic Senate  
**From:** YCCD Minimum Qualifications and Equivalency Committee, and MJC Academic Senate

Name of Equivalency Applicant: \_\_\_\_\_ MJC CC

Title of the Position for Which Applicant is Requesting Equivalency: \_\_\_\_\_

Discipline for Which Applicant is Requesting Equivalency (ONE discipline per application): \_\_\_\_\_

Have you been Denied Equivalency for this position or discipline previously at YCCD? Yes No  
 If yes, are you presenting new additional evidence? Yes No

Instructions for applicants are on the next page. Please follow instructions, as incomplete applications will not be considered.

**For Tenured Discipline Faculty and Academic Senate Use Only**

**For MJC Applications Only: Discipline Tenured-Faculty Ad Hoc Pre-screening Committee** (Not applicable to Columbia College)  
 Each member shall make an independent decision of the material submitted by applicant, and shall record the rationale for his/her decision in writing which will be placed in the equivalency review file; this information is confidential.

_____	_____	<b>APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></b>
Print Name, Discipline	Signature, Date	
_____	_____	<b>APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></b>
Print Name, Discipline	Signature, Date	
_____	_____	<b>APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></b>
Print Name, Discipline	Signature, Date	

**YCCD Minimum Qualifications and Equivalency Committee** (required for Columbia College and Modesto Junior College)  
 Each member shall make an independent decision of the material submitted by the applicant and the pre-screening committee, and shall record his/her findings in writing; this information is confidential.

_____	_____	<b>APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></b>
Print Name, Discipline	Signature, Date	
_____	_____	<b>APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></b>
Print Name, Discipline	Signature, Date	
_____	_____	<b>APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/></b>
Print Name, Discipline	Signature, Date	

**SIGNATURE OF BOTH ACADEMIC SENATE PRESIDENTS REQUIRED**

_____	_____
Columbia College Academic Senate President, Date	Modesto Junior College Academic Senate President, Date

**YCCD HUMAN RESOURCES –**

**RECEIVED BY (print name):** \_\_\_\_\_ **SIGN AND DATE:** \_\_\_\_\_

Return original to Human Resources. HR will forward copies to:

- Personnel File
- Student Services OR Instruction Office
- Immediate Administrator
- MJC Academic Senate Office
- Columbia Academic Senate Office
- Applicant
- Sent \_\_\_\_\_

## FOR APPLICANTS IN DISCIPLINES IN WHICH A MASTER'S DEGREE IS NOT GENERALLY AVAILABLE:

1. Review the "Minimum Qualifications" section of the job posting, which should match those listed in the Chancellor's Office 2014 edition of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" handbook (known as the **Disciplines List**).
2. If you do not directly meet minimum qualifications, you must request equivalency. "Directly" means that your title or degree exactly matches that in the Disciplines List. If it does not, just must apply for equivalency.
3. Equivalency is a local decision, meaning that equivalency granted in a different community college district does NOT guarantee equivalency being granted in the Yosemite Community College District.
4. The burden of proof belongs to the applicant.
5. Denial of equivalency through this process is final and cannot be re-opened unless the applicant provides new and additional information.
6. Professional experience required **MUST** be directly related to the faculty member's teaching assignment.
7. Follow the instructions below to submit your application. **Incomplete applications will NOT be considered.**

## INSTRUCTIONS

- I. Attach a narrative to your application that supports your request for equivalency **BASED ON ONE SPECIFIC SECTION BELOW** (1, 2, or 3). By including this cover letter to your application, you attest to the best of your knowledge that the statements contained therein are complete, true, and correct.
  - a. The narrative must include, at the top of each page:
    - i. The applicant's name.
    - ii. Title of the position for which the applicant is applying.
    - iii. The discipline for which the applicant is requesting equivalency
- II. The applicant **must provide copies of all transcripts and supporting documentation**, including, but not limited to, work experience verification; publications that show the applicant's command of the major questions in their field or discipline, his or her general education, or his or her writing skill, and other work products that show the applicant's command of the major or occupation in question.
- III. If the applicant possesses a foreign degree, they must submit a credential evaluation done by a United States foreign credential evaluation service approved by the YCCD Human Resources office.
- IV. If other evidence is presented in a language other than English, applicant must provide translated documents by using a United States document translation and verification service approved by the YCCD Human Resources office.

**SECTION 1:** If an applicant holds a related **bachelor's degree from an accredited institution not specifically listed** for that discipline under the Chancellor's Minimum Qualifications handbook, but is a comparable degree with a different title from the candidate's accredited granting institution, **AND** possesses **TWO YEARS** of professional experience in a field reasonably related to the discipline for which the applicant is applying, **AND** has appropriate certification to practice or licensure or its equivalent, the candidate MUST provide the following documentation:

- a) Table comparing (1) coursework from any accredited institution awarding a degree title on the minimum qualifications list, and (2) coursework from the candidate's accredited granting institution awarding a comparable degree with a different title.
- b) All transcripts and supporting documentation (reference letters, certificates, licensures, etc.)

**SECTION 2:** If applicant holds a **bachelor's degree from an accredited institution in another field**, but the candidate has at least 24 semester units (3 quarter units = 2 semester units) of discipline-related upper division coursework that would typically be required in a bachelor's degree for which equivalency is being requested, **AND** possesses **TWO YEARS** of professional experience in a field reasonably related to the discipline for which the applicant is applying, **AND** possesses appropriate certification to practice or licensure or its equivalent, the candidate MUST provide the following documentation:

- a) Table listing institution(s), discipline-related upper division-level course number, title, description, and number of semester units (must total at least 24 semester units.)
- b) All transcripts and supporting documentation (reference letters, certificates, licensures, etc.)

**SECTION 3:** If the applicant holds an **associate degree from an accredited institution not specifically listed** for that discipline under the Chancellor's Minimum Qualifications handbook, but the candidate has at least 15 semester units (3 quarter units = 2 semester units) of discipline coursework reasonably related to the requested assignment, **AND** possesses **SIX YEARS** of professional experience in a field reasonably related to the discipline for which the applicant is applying, **AND** possesses appropriate certification to practice or licensure or its equivalent, the candidate MUST provide the following documentation:

- a) Table listing institution, discipline-related course numbers, titles, description, and number of semester units (must total 15 units.)
- b) All transcripts and supporting documentation (reference letters, certificates, licensures, etc.)

