

YOSEMITE COMMUNITY COLLEGE DISTRICT

**DETERMINATION OF EQUIVALENCY FOR
DISCIPLINES REQUIRING A MASTER'S DEGREE**

(Note: No candidate shall be interviewed until this ENTIRE process is completed.)

To: Vice Chancellor, Human Resources

From: YCCD Minimum Qualifications and Equivalency Committee, Columbia and MJC Academic Senates

Name of Equivalency Applicant: _____ Columbia MJC

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.

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

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

ACADEMIC SENATES PRESIDENTS' SIGNATURES – BOTH SIGNATURES 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 copy to Human Resources. HR will forward COMPLETED copies to:

- Personnel File – **Date Filed** _____
- Student Services OR Instruction Office – **Date Sent** _____
- Immediate Administrator – **Date Sent** _____
- Columbia Academic Senate Office – **Date Sent** _____
- MJC Academic Senate Office – **Date Sent** _____

FOR APPLICANTS IN DISCIPLINES REQUIRING A MASTER'S DEGREE:

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 (know as the **Disciplines List**).
2. If you do not directly meet minimum qualifications, you must request 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. **PLEASE NOTE: Only formal education shall be considered the equivalent of a discipline that requires a master's degree.**
6. The Yosemite Community College District Minimum Qualifications and Equivalency process does not grant equivalency through Eminence in disciplines requiring a master's degree.
7. Denial of equivalency through this process is final and cannot be re-opened unless the applicant provides new and additional information.
8. Applicants who are completing a master's degree, or are in the last semester of their master's degree program, ARE NOT eligible for equivalency review.
9. Follow the instructions below to submit your application
10. **Incomplete applications will NOT be considered.**

INSTRUCTIONS

- I. Attach a cover letter 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
 - iv. The number of the section below under which you are requesting equivalency (for example: Section 2).
- II. The applicant must provide copies of all transcripts and supporting documentation.
- 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 applicant holds a related **Master's degree that is 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 granting institution; **OR** candidate holds a Master's degree that is on the Minimum Qualifications list, but the title of candidate's **bachelor's degree is not the exact title** of the degree of the Minimum Qualifications lists, but is the comparable degree with a different title from the candidate's granting institution, 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 granting institution awarding a comparable degree with a different title.

SECTION 2: If applicant holds a **Master's degree in another field**, but the candidate has at least 24 semester units (3 quarter units = 2 semester units) of discipline-related graduate-level course work that would typically be required in a master's degree for which equivalency is being requested, the candidate MUST provide the following documentation:

- a. Table listing institution(s), discipline-related graduate-level course number, title, description, and number of semester units (must total at least 24 semester units.)

SECTION 3: If applicant holds a master's degree that is on the Minimum Qualifications list, but **the candidate lacks the required bachelor's degree** identified on the Minimum Qualifications list, the candidate must have at least 30 semester units of discipline-related upper division coursework that would typically be required for a bachelor's degree for which equivalency is being requested, then the candidate MUST provide the following documentation:

- a. Table listing institution, discipline-related upper division course numbers, titles, description, and number of semester units (3 quarters = 2 semester).