

YOSEMITE COMMUNITY COLLEGE DISTRICT

**DETERMINATION OF EQUIVALENCY FOR DISCIPLINES IN WHICH  
A MASTER'S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE BUT REQUIRES A  
SPECIFIC BACHELOR'S OR ASSOCIATE DEGREE**

**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 original to Human Resources. HR will forward 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 IN WHICH A MASTER’S DEGREE IS NOT GENERALLY EXPECTED OR AVAILABLE BUT WHICH REQUIRES A SPECIFIC BACHELOR’S OR ASSOCIATES DEGREE:**

This category applies largely to noncredit education. It is strongly suggested that you look up your discipline in the Disciplines List.

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. Denial of equivalency through this process is final and cannot be re-opened unless the applicant provides new and additional information.
6. Follow the instructions below to submit your application.
7. **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**. 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.
- 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:** A bachelor’s degree is always required – only formal education shall be considered the equivalent of a discipline that requires a bachelor’s:

- a) Possession of a **bachelor’s degree(s)** or higher from an accredited institution, that is reasonably related the specifically named bachelor’s degree in the DISCIPLINES LIST, **AND WHERE MANDATED**
- b) **TWO YEARS** of professional or occupational experience, **AND/OR**
- c) Other specifications noted in the Disciplines List.

**SECTION 2:** A bachelor’s degree MAY NOT BE the only qualification (e.g., Associate Degree, Certificate of Training, etc.)

- a) Possession of at least an associate degree(s) from an accredited institution, that is reasonably related the specifically named associates degree(s) in the DISCIPLINES LIST, **AND**
- b) **SIX YEARS** of professional or occupational experience, **AND/OR**
- c) Other specifications noted in the Disciplines List.

The professional or occupational experience MUST be directly related to the faculty member’s teaching assignment.