

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:** Send Equivalency Application and Documentation to Academic Senate

**From:** YCCD Minimum Qualifications and Equivalency Committee, Columbia 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.

_____ 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	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>

**FOR MJC USE ONLY**

**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.

_____ 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	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>

**SIGNATURE OF BOTH ACADEMIC SENATE PRESIDENTS REQUIRED**

_____ Columbia College Academic Senate President, Date	_____ Modesto Junior College Academic Senate President, Date
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**YCCD HUMAN RESOURCES –**

<b>RECEIVED BY (print name):</b> _____	<b>SIGN AND DATE:</b> _____
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Return copy to Human Resources. HR will forward COMPLETED 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 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 (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. **PLEASE NOTE: Only formal education shall be considered the equivalent of a discipline that requires a master's degree.** In other words, if you have previously taught in the discipline for which you are seeking equivalency that experience **DOES NOT COUNT** towards equivalency.
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, including those 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. **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 narrative to your application, you attest that the statements contained therein are complete, true, and correct.
  - a. **Formatting:** 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 list, 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 accredited 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).