

Equivalency for Disciplines Not Requiring a Master's Degree

Sequoias Community College District supports the following basic principles for granting equivalency for Career Technical Education applicants:

- Equivalent to the minimum qualifications means equal to the minimum qualifications, not nearly equal.
- The applicant must provide objective, conclusive evidence of attaining coursework or experience equal to the general education component of, at least, an earned Associate Degree.
- The applicant must provide objective, conclusive evidence of attaining the specialized skills and knowledge provided by requisite experience and coursework for disciplines that do not require a master's degree.

The District is committed to the belief that faculty members must exemplify to their students the value of an education that is both, well-rounded and specialized. Therefore, the criteria for determining equivalency for Career Technical Education applicants, who do not meet the minimum qualifications per the Disciplines List, places the burden on applicants to prove s/he possesses: 1) Discipline-specific specialized skills and knowledge; and 2) General Education knowledge equivalent to the general education requirements of an Associate's degree from the Sequoias Community College District (See pages 21 – 30 for a sample).

3. Equivalency based on coursework, life, and work experience

3.1 Specialized Skills and Knowledge Qualifications

Directions: Please provide objective, conclusive evidence that, through post-secondary coursework, life, and/or work experience, you have acquired the specialized skills and knowledge equivalent to the specialized skills and knowledge acquired from the discipline-specific Associate Degree program at the Sequoias Community College District. There are two methods for meeting this criteria.

3.1.a. First Method:

The following list includes examples of objective, conclusive evidence of having acquired discipline-specific specialized skills and knowledge through your post-secondary education course work, life, and/or work experience:

- Post-secondary educational transcripts
- Publication of a technical manual in your specific industry.
- Documentation that certifies your standing as an expert in your specific industry.
- Documented work history of at least six years in your specific industry.

3.1.b Second Method:

Consider working with current Sequoias Community College District faculty, in the discipline you are seeking equivalency for (i.e, if you are applying for equivalency for Automotive Technology discipline, consult current Sequoias Community College District Automotive Technology faculty) obtaining degree information, including, but not limited to:

- Program Level outcomes
- Course Topics
- Student Learning Outcomes

Next, identify post-secondary coursework, life, and/or work experience you believe has allowed you to acquire the specialized skills and knowledge equivalent to those required in the discipline-specific degree program requires, based on the degree information.

Finally, collect objective, conclusive evidence of your post-secondary coursework, life, and/or work experience that you identified above, and include with your equivalency application.

3.2 General Education Qualifications

Directions: Please provide objective, conclusive evidence that, through post-secondary course work, life, and/or work experience, you have acquired the skills and knowledge that are equivalent to the skills and knowledge acquired from the general education requirements for an Associate Degree from the Sequoias Community College District. Those requirements are as follows:

- Competency in reading
- Competency in written expression at the college level of Freshman Composition
- Competency in mathematics at the level of Intermediate Algebra
- At least 18 units in general education in the areas of
 - Natural Sciences (Biology, Chemistry, Geology, etc.)
 - Social and Behavioral Sciences (Administrative Justice, Ethnic Studies, Economics, Political Science, Psychology, etc.)
 - Humanities (History, American Sign Language, Music Appreciation, etc.)
 - Oral Communication and Analytical Thinking (Philosophy, Communication, etc.)

To identify the specific skills and knowledge acquired from the general education requirements for an Associate Degree program at the Sequoias Community College District, consider using one of the following methods:

- Coursework Method:
 - i. Begin with reviewing the College of the Sequoias General Education (G.E.) found [here](#).

- ii. Next, identify post-secondary coursework, life, and/or work experiences that you believe allowed you to acquire the equivalent skills and knowledge that students will acquire from an Associate degree program from the Sequoias Community College District.
 - An example of work experience could be serving in a supervisory role, which required you to use superior oral and written communication “to organize, express, and absorb information” based on your audience and/or setting.
 - An example of life experience could be interacting with people from diverse backgrounds, in which you “demonstrated cultural awareness and appreciation of diversity.”
 - iii. Finally, collect objective, conclusive evidence of your post-secondary coursework, life, and/or work experiences that you identified in step ii, and include with your equivalency application.
- Institutional Learning Outcomes Method:
 - i. Begin with reviewing the Sequoias Community College District Institutional Learning Outcomes (ILOs) found here.
 - ii. Next, for each ILO identify post-secondary coursework, life, and/or work experiences that you believe allowed you to acquire the equivalent skills and knowledge that students will acquire from an Associate degree program from the Sequoias Community College District.
 - An example of work experience could be serving in a supervisory role, which required superior oral and written communication, in which applicant displayed the ability and skill to adjust “to a variety of audiences and purposes.”
 - An example of life experience could be evidence of interacting with people from diverse backgrounds, in which you demonstrated “respect for diverse practices of others.”
 - iii. Finally, collect objective, conclusive evidence of post-secondary coursework, life, and/work experiences that you identified in step ii, and include with your equivalency application.

4. Equivalency based on eminence:

Specify the discipline in which you are seeking to teach and indicate that you are seeking equivalency based on "eminence." Then, provide the following:

- A. Include three letters of recommendation that indicate why you are considered an expert in your field. These individuals must not be the same three faculty who signed the COS Division support document with justification paragraphs.
- B. Provide evidence of any teaching experience in your vocational field.
- C. Provide evidence of any presentations of your vocational expertise on an industry level.
- D. Provide evidence of any publication of technical manuals in your vocational field.
- E. Provide any evidence of recognition by your vocational industry as an expert in your field.
- F. Provide any evidence of formal industry or technical school training or certification/license in your area of expertise.
- G. Provide any evidence of service in a supervisory position in your vocational field.
- H. Eminence (and equivalency) claims must include evidence of meeting the general education requirements of an Associate's degree (see 3.2 General Education Qualifications (pages 9 and 10)).
- I. Please include any additional qualifications you have exhibited in your field.