

## Equivalency Packet for Disciplines Requiring a Master's Degree

Revised 5/5/2026

Thank you for your interest in teaching for College of the Sequoias. If one or more of your degrees does not exactly match the minimum qualifications listed on the job flyer, we invite you to demonstrate mastery of that discipline through the equivalency process.

In this packet, please find:

- A flow chart of the Equivalency Process
- Directions for how to apply for equivalency

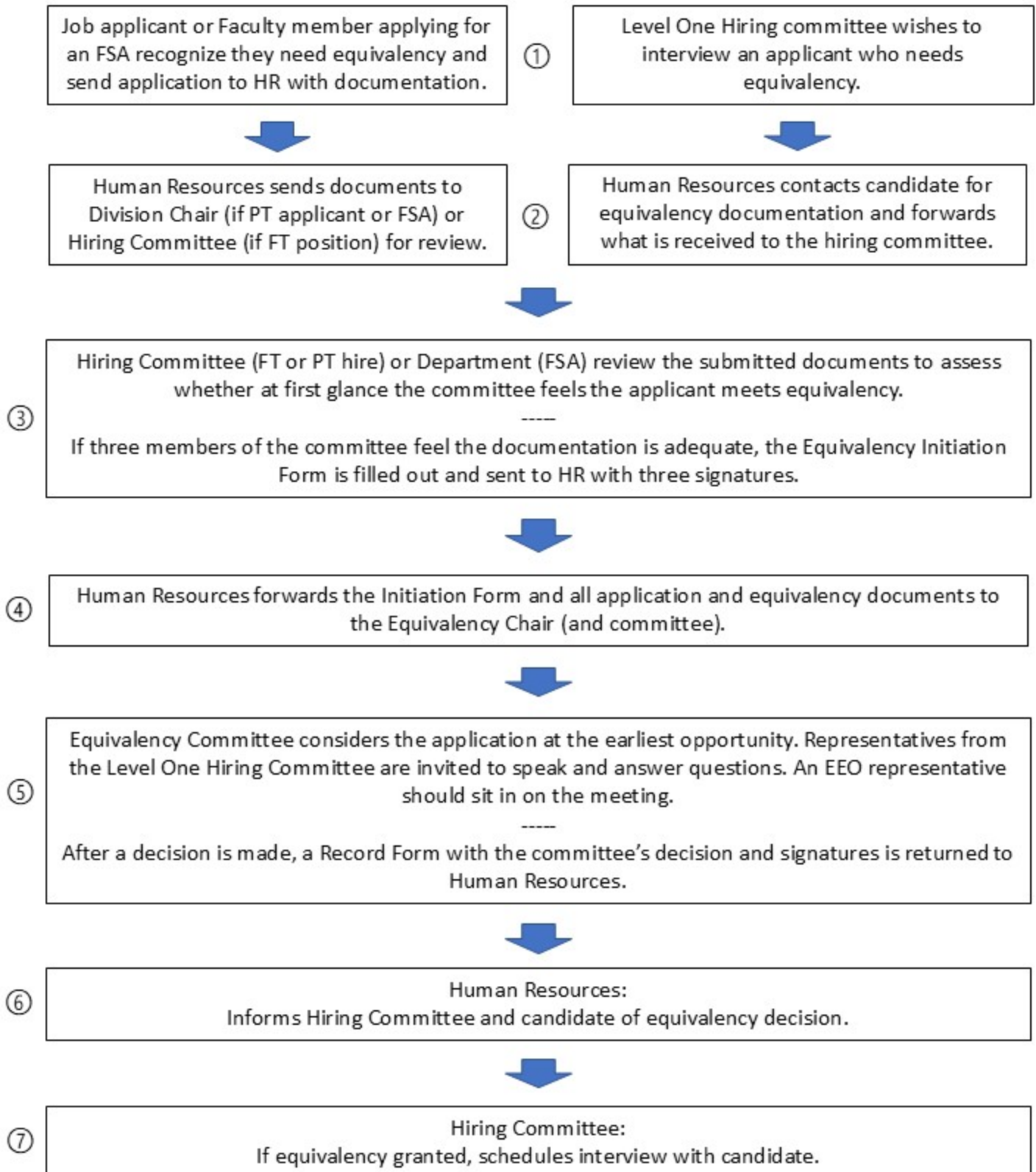
When complete, submit all documents to Human Resources.

**COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT**

### **HUMAN RESOURCE SERVICES**

915 S. Mooney Blvd.  
Sequoia Building, Room 5  
Visalia, CA 93277  
Office: (559)730-3867 / 737-6237  
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# Equivalency Process Flow Chart



## Equivalency for Disciplines Requiring a Masters Degree

Sequoias Community College District supports the following basic principles for granting equivalency:

- 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 minimum qualifications degree for the position.

**Directions:** Provide as much explanation and supportive documentation as possible to address the following instructions. Please be as detailed as possible with all background information.

- Eminence is granted rarely (only to those who are exceptionally qualified) and must be supported with documentation requested below.
- Please write your equivalency application on a separate document and submit the paperwork to Human Resources.

### 1. Equivalency based on coursework:

*Using the attached Sample Equivalency Application as a guide, compose a cover letter and a document comparing your degree to the minimum qualifications degree specified in the [CCCCO Minimum Qualifications Handbook](#).*

In the fillable form on the equivalency website, specifically compare your degree coursework, including titles, topics, and other details, to the coursework for the minimum qualifications degree for the discipline for which you are seeking equivalency. Please supply information from an accredited university program to compare with your coursework.

### 2. 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. Provide a letter from each of at least three (3) experts in your field who recognize you as “eminent”. None of the reference letters may be from the same three faculty members who signed the divisional support document and provided justification paragraphs for your application.
- B. Provide any evidence of teaching experience and training in your field.
- C. Provide any evidence of conference presentations in your field.
- D. Provide any evidence of publications, recordings, exhibitions, or performances in your field.
- E. Provide evidence of any awards received in your field.
- F. Provide evidence of any awarded honorary degrees in your field.
- G. Provide any evidence of service in relevant leadership positions in your field at the local, state or national level.
- H. Eminence claims must include evidence of meeting the general education requirements of a Bachelor’s degree.
- I. Please include any additional qualifications you feel you have exhibited in your field.