

Equivalency for Disciplines Not Requiring a Master's Degree

Instructions

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 Title 5 general education requirements of an Associate's degree.

Equivalency Criteria

Equivalency is determined based on coursework, life, and/or work experience.

It is the applicant's responsibility to provide objective, conclusive evidence that, through post-secondary coursework, life, and/or work experience, they have acquired the specialized skills and knowledge equivalent to the specialized skills and knowledge acquired from a discipline-specific Associate Degree program.

The [course comparison form](#) on the website allows the applicant to identify the evidence of equivalency in two parts:

Part 1: Discipline Specific Competency

1. Determine an accredited degree program to compare to
2. Identify education, work, and/or life experiences of equivalency to the degree
3. Provide explanations and evidence to support the application (see examples of evidence listed below.

Part 2: Title 5 General Education

1. Identify education, work, and or life experiences of equivalence to the GE requirements
2. Provide explanations and evidence to support the application (see examples of evidence listed below or in the [Non-Master's Degree GE appendix](#) on the website)

Examples of evidence can include any of the following, which can be used in more than one area for both Parts 1 and 2:

- Degrees earned/courses completed
- Certificates of completion for training courses, workshops, etc.
- Industry-recognized credentials
- Military records
- Performance evaluations
- Technical or professional writings
- Job descriptions
- Products designed or produced
- Membership in professional organizations
- Membership requirements for certain organizations
- Licenses/diplomas
- Transcripts
- Equivalencies (if applicable)
- Verifications of employment
- Skills/competencies from employers/supervisors
- Significant interests outside of work experience, such as community service
- Other

Eminence

The eminence method is reserved for applicants who can demonstrate clear eminence in a field and will still require proof of attainment of at least an AA/AS degree.

If the Equivalency application is to be 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:

1. 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.
2. Provide evidence of any teaching experience in your vocational field.
3. Provide evidence of any presentations of your vocational expertise on an industry level.
4. Provide evidence of any publication of technical manuals in your vocational field.
5. Provide any evidence of recognition by your vocational industry as an expert in your field.
6. Provide any evidence of formal industry or technical school training or certification/license in your area of expertise.
7. Provide any evidence of service in a supervisory position in your vocational field.
8. 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)).
9. Please include any additional qualifications you have exhibited in your field.

Equivalency Process Flow Chart

