

**Human Resources Office Hours:**  
Monday - Friday 8 am - 5 pm  
(805) 546-3129

## **EQUIVALENCY**

### **PROCESS FOR SUBMITTING AN EQUIVALENCY ARGUMENT:**

If you do not meet the minimum qualifications for the position as defined in a job posting, but feel that you possess the equivalent of the qualifications, you may submit an equivalency argument. This argument will be reviewed by the Academic Senate Equivalency Process Committee. Minimum qualifications are set forth by the State Chancellor's Office; please visit their website at [www.cccco.edu](http://www.cccco.edu) for more information regarding minimum qualifications.

### **PURPOSE OF EQUIVALENCY & INFORMATION TO INCLUDE IN THE EQUIVALENCY ARGUMENT**

The purpose of the Equivalency Process is not to waive qualification requirements to applicants, but rather to consider applicants who may not have the exact degree or experience as listed under the minimum qualifications and have at least the equivalent level of education, proficiency, and experience of someone who has the required degree and work experience. The focus of the equivalency argument should be to establish this conclusively. Any coursework or work experience listed in the argument must be documented and verifiable.

**DIRECTIONS:** Equivalency arguments are attached when applying for a specific posting through the online recruitment system at [jobs.cuesta.edu](http://jobs.cuesta.edu). While applying for a posting, you will be directed on the "Attach Documents" page to attach your equivalency argument as the "optional equivalency statement document."

Answer the following questions

### **POSITIONS REQUIRING A BACHELOR'S OR ASSOCIATE'S DEGREE**

#### **1. How do you meet the work experience requirement?**

Demonstrate that you have two full-time years experience working in the discipline if you have a BA or equivalent or 6 full-time years if you have an AA or equivalent. Part-time generally counts as half of full-time, but if you worked more than half you can specify that and factor it in. Remember that work experience should be verifiable.

#### **2. What are the degree requirements?**

State whether you are claiming equivalency to an Associate's or Bachelor's degree. Describe or list the requirements for the degree from any accredited institution. It is acceptable and in your best interest to choose the institution with the fewest requirements, or the requirements which best match your education and experience.

**3. How does your education and experience give you the equivalent to the degree requirements?**

List any courses you've completed which match the requirements listed in the qualifications section of the position posted, and describe how you meet or are equivalent to the remaining requirements. Be sure to include evidence of how you meet or are equivalent to the General Education requirements for the degree as well as major requirements if for a Bachelor's degree.

**4. Written statement and additional information**

Give a written summary of your education and experience and explain why you feel it is equivalent to the required degree. Include any additional information that you feel is relevant and would like to be considered.

**5. Will you be obtaining your degree in the next year?**

If you are currently enrolled in an AA or BA program that satisfies the minimum qualifications, have completed at least half the requirements, and will complete the degree in less than 1 year you may qualify for a temporary equivalency, which granted so that you may teach while you finish your degree. In this case your argument should consist of listing which degree requirements you've completed so far, and a plan showing exactly when you will be completing each of the remaining requirements, including thesis requirement if applicable, and your projected completion date for the degree. The more detail you can give the better your chances of being granted a temporary equivalency. These are not intended to be open ended, only for applicants with a specific plan for completion within the next year.

**POSITIONS REQUIRING A MASTER'S DEGREE**

**1. What is the degree?**

State the degree you are claiming equivalence to.

**2. What are the degree requirements?**

Describe or list the requirements for the degree you are claiming equivalence to. Please use course names rather than course numbers. You may use the requirements from any accredited institution that offers the degree. It is acceptable and in your best interest to

choose an institution with the fewest requirements or whose requirements best match your education and experience.

The more detail you give about the requirements the easier it is for the Equivalency Committee to judge if you are equivalent to the degree. It also demonstrates how well you understand what is required for the degree you claim to be equivalent to.

### **3. How does your education and experience give you the equivalent to the degree requirements?**

You need to demonstrate that you have at least the equivalent level of education, proficiency, and experience as someone who has completed the requirements. The most complete way to do this is to show how you meet or are equivalent to each of the requirements as listed in the qualifications section of the position posted. This will usually consist of listing a course, or courses that you completed which covers approximately the same material, or describing what aspects of your work experience give you the equivalent knowledge or mastery of skills, or a combination of the two. This is not always possible, as there are cases where somebody has a Master's degree in a related field and a more general argument can be made about the common material/topics covered between the two disciplines. The Equivalency Committee makes its best judgment in these cases, but there is no guarantee that you will be granted equivalency if you can't show that you are equivalent to all of the requirements for the degree.

### **4. Written statement and additional information**

Give a written summary of your education and experience and explain why you feel it is equivalent to the required degree. Include any additional information that you feel is relevant and would like us to consider.

### **5. Will you be obtaining the required degree in the next year?**

If you are currently enrolled in a Master's program that satisfies the minimum qualifications, have completed at least half the requirements, and will complete the degree in one year or less you may qualify for a temporary equivalency, which is granted so that you may teach while you finish your degree. In this case your argument should consist of listing the degree requirements you've completed to date, a plan showing exactly when you will be completing each of the remaining requirements, including thesis requirement if applicable, and your projected completion date for the degree. The more detail you can give the better your chances of being granted a temporary equivalency. This is not intended to be an open ended equivalency. This is for applicants who have completed more than half of the degree requirements and who have a specific plan for completion within the next year.

# Equivalency Petition for A.A. or B.S.

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Please complete this form (or create your own form with this information). All of the following information is required. (Insert/delete rows if necessary.) These positions have an education requirement and a work experience requirement.

- State the degree that you are claiming equivalence to, and the college this degree is from.
- State whether you will complete this degree in the next year.
- On the left, list all courses that are required for this degree, from the college you choose (any accredited college/university).
- On the right, list how you meet the requirement of each course, whether it be through course work, workshops, work experience, or other.
- Give a written statement of your education and experience and explain why you feel it is equivalent to the required degree. Include any additional relevant information here.

Degree (and college) you are claiming equivalence to:	
Will you be obtaining this degree within the next year?	
Required Courses (from the college of your choice):	Courses/experience that is equivalent to the required course:
Additional Information:	

# Equivalency Petition for M.A. or M.S.

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Please complete this form (or create your own form with this information). All of the following information is required. (Insert/delete rows if necessary.)

- State the degree that you are claiming equivalence to, and the college this degree is from.
- State whether you will complete this degree in the next year.
- On the left, list all courses that are required for this degree, from the college you choose (any accredited college/university).
- On the right, list how you meet the requirement of each course, whether it be through course work, workshops, work experience, or other.
- Give a written statement of your education and experience and explain why you feel it is equivalent to the required degree. Include any additional relevant information here.

Degree (and college) you are claiming equivalence to:	
Required Courses (from the college of your choice):	Courses/experience that is equivalent to the required course:
Additional Information:	