



### San Bernardino Community College District Equivalency Form

**Directions: Depending on the position you are applying for and your educational background you will need to establish equivalency for a bachelor's or master's degree or associate's degree.**

1. To start, you will need to identify the minimum qualifications that you are seeking an equivalency for by browsing to the [California Community College Chancellor's Office \(CCCCO\) Minimum Qualifications \(MQ\)](#) website and downloading the most recent Minimum Qualifications Handbook.
2. Next, in the CCCCCO MQ handbook you will need to identify which discipline you are seeking equivalency for.
3. Complete the appropriate equivalency form below for a bachelor's or master's or associate's Degree.
4. If you are applying for equivalency for an associate's degree in an occupational discipline, Human Resources will work with you to develop the required portfolio and evidence (see page 23, A Best Practice Model, CTE Faculty MQ Toolkit).
5. If you need help or have questions, please contact Human Resources at (909) 388-6950 or at [hureinfo@sbccd.cc.ca.us](mailto:hureinfo@sbccd.cc.ca.us).
6. The Human Resources Office will confirm that Subject Matter Experts (SME) are consulted for each equivalency application within five days of the Equivalency Committee meeting that addresses the equivalency proposal (see page 26, Equivalency Committee Policies, CTE Faculty MQ Toolkit).

Equivalency criteria for use in determining minimum qualifications follow:

A) Formal education equivalent to the Degree (Academic Equivalency)

1. Formal education equivalent to the Master's Degree:

- A Master's Degree in teaching in the discipline
- A Master's Degree in Education, with substantial graduate units in the discipline
- Bachelor's Degree and a combination of thirty (30) semester graduate units in education and the discipline

2. Formal education equivalent to the Bachelor's Degree:

- At least one hundred twenty (120) semester units, including general education and forty (40) units in a discipline, at least thirty (30) of which are upper division or graduate

3. Formal education equivalent to the Associate Degree:

- At least sixty (60) approved units, including general education, as defined in the following guides published by the American Council on Education:

*The Guide to the Evaluation of Educational Experience in the Armed Services*

*The National Guide to Educational Credit for Training Programs*

(B) Non-Formal Education Equivalencies to the Degree (Professional Achievement Equivalency)

1. Substantial work experience equivalent to the degree (e.g., in computers, engineering, journalism, culinary arts, fire science, automotive)
2. Substantial academic experience and/or accomplishment equivalent to the degree, e.g., teaching at the upper division or graduate level, scholarly publications Substantial artistic experience and/or accomplishments equivalent to the degree, e.g., performances, shows, exhibitions, compositions, or books

(C) Equivalencies to required experience could include appropriate collegiate education or other training programs that indicate a mastery of the skills of the discipline and knowledge of the working environment of the discipline.

**Equivalency Examples:**

1. Once you have identified the discipline, you will need to identify which degree options you are seeking the equivalency for.

For example, if you are seeking equivalency for Kinesiology, you would have the option of showing equivalency for a master's degree in kinesiology, physical education, exercise science, education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education.

OR

A bachelor's degree in any of the above

AND

A Master's degree in any life science, dance, physiology, health education, recreation administration or physical therapy

As an illustration, if you had a master's degree in life science, you need to identify which bachelor's degree you are going to demonstrate equivalency. This decision would be based on the bachelor's degree that you currently hold and the degree that best aligns with the master's degrees illustrated above.

Sample: Equivalency for a Bachelor's Degree or Master's Degree

List all academic preparation that should be considered to determine equivalency of both general education and major field courses. Please be specific regarding the Institution, course titles, unit value, and level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Transcripts and copies of course descriptions should also be attached.

Discipline Seeking Equivalency for: Ethnic Studies

Link to Accredited College Website  
with Program and Courses seeking  
equivalency for:

<https://bulletin.sfsu.edu/colleges/ethnic-studies/ethnic-studies/ma-ethnic-studies/#degreerequirements>

Provide the course, units, and brief description from the accredited program that you are seeking equivalency for:			List of courses that applicant has taken and earned credit that align with a specific course from an accredited program where applicant is seeking an equivalency for to meet the MQs for a specified discipline. The courses listed here should be apparent in transcripts provided during the application process. <b>And / Or</b> A detailed description of work experience which the applicant believes establishes equivalency to a course.			
College: <b>San Francisco State University</b>						
Degree: <b>Master of Arts in Ethnic Studies</b>						
Course	Units	Brief Course Description	Course	Units	Brief Course Description	Gr
ETHS 710	3	Theories and Issues in Ethnic Studies	CRT 240	3	Critical Race Theory in Education	B
AAS 800	3	Theory & History in Asian American Studies	AAS 213	3	Introduction to Asian American Hist.	B+
AFRS 705	3	Seminar in Africana Studies	SOCI 241	3	Blk Fem and Blk Fem Thought	A
AIS 701	3	Seminar in American Indian Studies	AIS 250	3	Federal Indian Law and Policy	A
LTNS 707	3	Seminar in Latina/o Studies	SOCI 599	4	Latinx Aesthetics	B
ETHS 720	3	Research Methods in Ethnic Studies	SOCI 310/311	6	Sociological Research I & II	A, A
ETHS 750 Or ETHS 885	3	Ethnic Studies Community Practicum	ETST 243	3	Special Topics in Ethnic Studies	A
		Grad. Proj. in Teaching of Ethnic Studies				
Elective	3	Area of Emphasis Elective	SOCI 240	3	Urban Sociology	A
Elective	3	Area of Emphasis Elective	SOCI 340	3	Urban Society	A
ETHS 895 Or ETHS 885	3	Field Study	SOC-6909	4	Department Thesis	B
		Master's Thesis				
Total Units	30		Total Units	35		

## **Equivalency for a Bachelor's Degree or Master's Degree**

List all academic preparation that should be considered to determine equivalency of both general education and major field courses. Please be specific regarding the Institution, course titles, unit value, and level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Transcripts and copies of course descriptions should also be attached.

**Applicant Name:** \_\_\_\_\_

**Discipline Seeking Equivalency for:**

**Link to Accredited College Website  
with Program and Courses seeking  
equivalency for:** \_\_\_\_\_

## Equivalency for an Associate's Degree

In a traditional Associate or Arts or Associate of Science degree, a student must complete a minimum of 60 semester (90 quarter) units. Of the total units required for a degree, at least 18 semester (27 quarter) units of general education coursework is required in addition to meeting competency requirements in written expression and mathematics and at least 18 semester (27 quarter) units of major preparation (Title 5 §55063). The major prep units are not generally in question for equivalency requests in CTE disciplines, but the need to meet all GE areas may be when coursework has not been completed.

**Applicant Name:** \_\_\_\_\_

**Discipline Seeking  
Equivalency for:** \_\_\_\_\_

The eighteen units of general education is expected in the follow areas (Title 5 §55063 (b)(1)):

Description	Evidence/Documentation
<b>List of courses</b> , certificates of completion for training courses or workshops, 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, verifications of employment, skills/competencies from employers/supervisors, significant interests outside of work experience like community service, etc. that align with the courses in the selected degree program.	<b>Corresponding courses in an accredited degree program.</b> <b>OR</b> <b>Equivalency can also be demonstrated through artifacts/evidence: portfolio, professional development, author or relevant materials, presentations of training sessions, and by providing training. Any artifacts or evidence listed here must also be included with the equivalency submission (see below for additional equivalency examples).</b>
<b>A. Natural Sciences</b> Courses in the natural sciences are those which examine the physical universe, its life forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the student develop an appreciation and understanding of the scientific method, and encourage an understanding of the relationships between science and other human activities (Title 5 §55063 (b)(1)(A)). This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.	

<p><b>B. Social and Behavioral Sciences</b></p> <p>Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the method of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate (Title 5 §55063 (b)(1)(B)). This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology and related disciplines.</p>	
<p><b>C. Humanities</b></p> <p>Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop aesthetic understanding and an ability to make value judgments (Title 5 §55063 (b)(1)(C)). Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.</p>	
<p><b>D.1. Language and Rationality: English Composition</b></p> <p>Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses (Title 5 §55063 (b)(1)(D)). Such courses shall include both expository and argumentative writing.</p>	
<p><b>D.2. Language and Rationality: Communication and Analytical Thinking</b></p> <p>Courses in language and rationality are those which develop for the student the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses (Title 5 §55063 (b)(1)(D)). Such courses shall include Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite.</p>	

#### Ethnic Studies Requirement and Competency in Written Expression and Mathematics

<p><b>Ethnic Studies (if not met in areas B or C)</b></p> <p>Ethnic Studies must be addressed in General Education (Title 5 §55063 (b)(2))</p> <p>Document evidence if not already ES requirement not already met in Areas B or C</p>	
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<p><b>Competency: Written Expression</b>  <b>(if not met in Area D.1.)</b></p> <p>Competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirement and the Area D.1. Language and Rationality: English Composition coursework requirement (Title 5 §55063).</p> <p>Document evidence if competency in written expression is not already met in area D.1.</p>	
<p><b>Competency: Mathematics</b>  <b>(if not met in Area D.2.)</b></p> <p>Competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally). Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the Area D.2 Language and Rationality: Communication and Analytical Thinking coursework (Title 5 §55063).</p> <p>Document evidence if competency in mathematics is not already met in area D.2.</p>	