

# MASTER'S DEGREE DISCIPLINE EQUIVALENCY FORM

SUBMIT THIS FORM ONLY WHEN APPLYING ON THE BASIS OF EQUIVALENCY

**Applicant:** \_\_\_\_\_ **Discipline:** \_\_\_\_\_

I believe that I possess the equivalency of a master's degree in the above discipline for the reasons checked: (1 plus either 2 or 3 required)

1.  I possess a BA/BS degree in: \_\_\_\_\_ (transcript(s) attached)
2.  Beyond the requirements for my BA/BS degree, I have completed at least 30 additional semester units of upper division or graduate coursework concentrated in the above, or closely related, discipline (transcript(s) attached)
3. a.  Beyond the requirements for my BA/BS degree, I have completed \_\_\_\_\_ semester units of upper division or graduate coursework in the above, or closely related, discipline, (transcript(s) attached) **AND**  
b.  I have demonstrated proficiency in the discipline through accomplishments considered by discipline practitioners to exemplify a professional knowledge of the discipline, through the following activities:

\_\_\_\_\_  
Attached is evidence of this proficiency in the form of letters of recommendation; verification of awards, performances, publications, research activities, life experience or other documentation.

- c.  I possess the license or certificate listed below, and the qualifications for this license or certificate are similar to completion of a master's degree in the discipline listed herein:

\_\_\_\_\_

- In \_\_\_\_\_ (year) I applied for a position in the above discipline at:

Contra Costa College     Los Medanos College     Diablo Valley College

**NOTE: The Contra Costa Community College District requires that applicants making claims of equivalent qualifications must submit conclusive evidence to support such claims. Although unofficial transcripts may be submitted for application purposes, official transcripts will be required at time of employment.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Contra Costa Community College District  
**EQUIVALENCY POLICY**  
FOR  
DISCIPLINES **REQUIRING** THE MASTER'S DEGREE

For establishing the equivalent of the master's degree, possession of at least the equivalent of a Master's in the level of achievement and breadth and depth of understanding is required.

The candidate making the claim of equivalent qualifications must provide conclusive evidence in regard to I AND II below:

I. GENERAL EDUCATION REQUIREMENTS

BA/BS degree

II. MAJOR REQUIREMENTS FOR DISCIPLINES REQUIRING THE MASTER'S

The major requirements for disciplines normally requiring a master's degree shall be a BA/BS degree in the discipline of hire or a related discipline as identified on the California Community Colleges Board of Governors' List of Disciplines, including subsequent revisions.

**PLUS**

A. 30 additional semester units of upper division or graduate course work in the discipline or a related discipline, from an accredited institution;

**OR**

B. Some combination of additional course work or documented study, in the discipline or a related discipline, and verifiable experience as such accomplishment in the discipline that the combination of course work and experience equals a Master's degree in breadth, depth and rigor. Appropriate licensure from a professional state or national boards; e.g., CPA, BRN may be deemed equivalent to some course work.

EVIDENCE

A candidate who does not present conclusive evidence in regard to minimum qualifications indicated above does not possess the equivalent of the experience in question.

Conclusive evidence for general education, major or experience requirements shall be one or more of the following:

- A. an official transcript showing that appropriate courses were successfully completed at an accredited college\*\* or appropriate foreign institution\*\*\*;
- B. publications that show a command of the major in question;
- C. Skills demonstration or verifiable evidence of professional performance, professional and/or public recognition, professional presentations, computer software development or applications, or related training;
- D. verification of employment history.

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\*\* College and university degrees and credits submitted for employment, including the equivalency process or advancement must be from United States Institutions accredited by one of the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of education.

\*\*\* All degrees and credits not covered by the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education including and foreign degrees and credits are subject to verification through the equivalency process. The candidate bears the responsibility of documenting equivalency to accredited United States institutions.