

**Imperial Valley Community College District
SUPPLEMENTAL QUESTIONNAIRE FOR EQUIVALENCE**

POSITION:

APPLICANT:

The information requested below is **required** of all candidates not holding the stated minimum qualifications who are seeking consideration on the basis of equivalence. Applications for equivalence will take a minimum of **two weeks** to be evaluated. Failure to provide all requested information will result in denial of the application for equivalence. Candidates making application under the equivalence basis shall submit this supplemental application as well as all other materials specified. References to resumes and material other than additional sheets and information required to complete this form will not be accepted.

If you are requesting equivalence for this announced position, you must provide complete, clear, and conclusive evidence for consideration of equivalence.

1. You must provide transcripts documenting appropriate courses taken or related degree(s) successfully completed at an accredited college or appropriate foreign institution (If you are providing transcripts from a foreign institution you must also provide evidence of equivalence as determined by a foreign degree evaluation service.
2. You must provide copies of course descriptions from a college catalog if the course name abbreviations on the transcripts are not clear.
3. You must provide a **written justification explaining how each course** you took is equivalent to a required course(s) in the major for which you are applying for equivalence.
4. You must provide a **written justification explaining how the degree(s)** you possess meets equivalency for the degree required to teach all the classes for the position you are applying.
5. You must provide a copy of your completed graduate project, thesis, dissertation, or post-educational publications/work products along with a **written justification explaining how the material is equivalent** to a project, thesis, or dissertation for the degree required for the position you are applying.

The materials submitted are the sole responsibility of each candidate.

The Imperial Valley Community College District has defined equivalence to include:

1. Completion of coursework substantially the same as the degree(s) listed in the job announcement which would be equivalent to the minimum qualifications of a master's degree in disciplines requiring a master's degree or an AA or BA degree for disciplines not requiring a master's degree.
2. Demonstrated "eminence" or recognized achievement or excellence in the field or occupation that can be documented that would equal that achieved by coursework leading to a master's, bachelors, or associates degree as appropriate to the job announcement.

Imperial Valley College

If you do not meet the State Minimum Qualifications, you must fill out this Supplemental Questionnaire for Equivalence. Please read all instructions carefully and provide all necessary information, or your application will not be reviewed.

SUPPLEMENTAL COURSE LIST

POSITION:
APPLICANT:

In the table below list (most recent first) all **relevant** graduate course work in which you earned a “satisfactory” grade (“C” or better or equivalent) that you believe meets equivalency for a required course in the major you are applying equivalency for. For each course included provide: college, department and course number, full course title, number of units, course description from the college catalog, and justification why you believe the course is equivalent to a required course in the major you are applying equivalency for. Attach additional sheet(s) if necessary.

College	Dept, & Course No.	Course Title	Units
Course description from catalog		Justify how this course is equivalent to a required course in the major you are applying equivalency for.	
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In the space provided below provide a justification (**must be typed not handwritten**) that explains why you believe the courses/degree(s) you possess meet equivalence for the degree required for the position you are applying. Attach additional sheet(s) if necessary.

Imperial Valley College

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In the space below provide a justification (**must be typed not handwritten**) that explains why you believe your completed graduate project, thesis, dissertation, publication(s) or work products, **is equivalent** to a project, thesis, or dissertation for the degree required to teach all the classes the position you are applying for requires. (Make sure you include your materials for review).

Signature of Applicant:	Date:
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