

Information for Applicants: Completing Equivalency Documentation

Updated Fall 2023

Applicants who do not meet the minimum qualifications as listed on the SBCC job announcement and reflected in the *Minimum Qualifications for Faculty and Administrators in California Community Colleges* must attach documentation that supports equivalency. The handbook is updated regularly, and the most recent version is the one that determines MQs. [Here is a link to the 2023 MQ handbook.](#)

Equivalency Criteria

At Santa Barbara City College, equivalency for **academic disciplines that require a master's degree** is determined solely on the breadth of discipline-specific education completed at an accredited college or university. Equivalent preparation for the employment shall be considered under the categories listed below:

1. Degree in related field with equivalent course work in the discipline as indicated by transcript and/or thesis subject.
2. Equivalent degrees from accredited foreign colleges or universities.

For **disciplines that do not require a master's degree**, professional work experience specifically related to the candidate's teaching assignment may also be considered equivalent preparation. Equivalent preparation for the employment in these areas shall be considered under any one category or combination of the categories listed below:

1. Degree in related field with equivalent course work in the discipline as indicated by transcript and/or thesis subject.
2. Equivalent degrees from foreign colleges or universities (as determined by an agency selected by Santa Barbara City College).
3. Course work at an accredited institution of higher education AND state approved continuing education units applicable for maintaining licensure;
AND/OR
An internship for licensure;
AND/OR
Equivalent verifiable accomplishments of eminence in the discipline including, but not limited to publications, research, seminars, creative works, professional performance or exhibitions, honors or awards.

Please Complete, Depending on the Category of Employment

For disciplines requiring a master's degree:

1. A "crosswalk of courses" (described below) that lists all academic preparation that should be considered to determine equivalency. Transcripts and copies of course descriptions must also be attached.
2. A narrative synopsis of your education that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

For disciplines not requiring a master's degree:

1. A crosswalk of courses (described below) that lists all academic preparation that should be considered to determine equivalency. Transcripts and copies of course descriptions must also be attached.
2. Please write a narrative synopsis of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.
 - a. List all relevant professional/work experience that should be considered to determine equivalency. Provide a detailed description of the duties performed.

- b. List other relevant accomplishments that should be considered to determine equivalency. This could include, but would not be limited to research, publications, seminars, professional performance or exhibitions, honors or awards, etc.
- c. List specialized skills, knowledge and abilities that should be considered to determine equivalency.
- d. List relevant memberships, internships, licensure, certifications and/or organizational activities that should be considered to determine equivalency.

Completing an SBCC Crosswalk

If the name of a degree listed on the transcript is ***not an exact match*** for the degree listed on the job announcement, the candidate is responsible for submitting the required equivalency documents, including a graphic “crosswalk.” (pictured below) A fillable PDF file of a crosswalk is provided by HR.

For this crosswalk, please review the example document and provide a similar comparison of a degree program in the MQ field and your degree. Specifically,

- On one side of the crosswalk, list the courses required for a master’s degree in the discipline from an accredited university. On the other side, list those courses completed at an accredited university that “match” those from the MQ discipline.
- Include unit values for each course.
- If the degree was earned on the quarter system, provide quarter to semester conversions.
- If the course title is not a clear match between the two courses, please provide the official course descriptions from the college catalog to show shared content.
- The types and number of courses must be at least equal to or greater than the unit values in the program that matches the MQ.

Below is an example of a crosswalk prepared by a candidate with a master’s degree that does not match the minimum qualification (MQ) for a position in Mathematics. The MQs include a *Master’s in Mathematics Education* (see below) and the candidate has a *Master’s in Education, Math Emphasis*.

Master’s in mathematics or applied mathematics

OR

Bachelor’s in either of the above

AND

Master’s in statistics, physics, or mathematics education

OR

The equivalent.

CSUN Mathematics Education Master's Courses (comparison institution with M.A. that meets the minimum qualifications) http://www.csun.edu/eisner-education/secondary-education/mathematics-education-master	Units	Applicant's Coursework for UCSB Master's of Education, Math Emphasis https://my.sa.ucsb.edu/catalog/2012-2013/Documents/Past%20Catalogs/2007-2008-UCSB-General-Catalog.pdf	Units
S ED 646 Computers in Mathematics and Science Teaching	3	ED 203DF Applications of Computers to Educational Purposes ED 203DW Applications of Computers to Educational Purposes	3 3
S ED 625 MA Theory & Research in Teaching Secondary School Mathematics	3	ED SM 390M Procedures for Teaching Math: Secondary ED SM 390 Curriculum & Instructional Procedures and Materials Used in the Teaching of Mathematics	3 3
S ED 535 Teaching Contemporary Mathematics	3	ED SM 393F Seminar in Teaching Mathematics ED SM 393W Seminar in Teaching Mathematics ED SM 393S Seminar in Teaching Mathematics	3 3 3
S ED 600 Research in Secondary Education	3	ED 203A Foundations of Education ED 211S Psychological Foundations of Education: Secondary ED 302 Educational Renovations: Foundations of Education Revisited	3 3 3
S ED 610 Issues in Education in Multiethnic Secondary Schools	3	ED 270H Language, Culture and Learning ED R 390AF ELD/SDAIE Methods and Procedures ED R 390AW ELD/SDAIE Methods and Procedures	3 3 3
S ED 690 Seminar in Secondary Education	3	ED 253D Seminar in Teaching and Learning ED 253D Seminar in Teaching and Learning ED S 395F Curriculum Planning & Assessment	3 3
S ED 695D Seminar in Math Curriculum	3	SM 393M Professional Seminar in Teaching Math: Secondary ED 292C Mathematics Development in Adolescents ED S 395W Curriculum Design	3 3 3
S ED 697 Directed Comprehensive Studies	3	ED 253D Seminar in Teaching and Learning (6 units)	6
2 Elective Courses (6 units of graduate courses or post-baccalaureate credential courses)	6	ED 332B Child, Family, Community ED E 391G Applications of Theory: Instruction, Assessment and Policy Implications ED R 392A Multicultural Reading Field Experiences ED R 392B Multicultural Reading Field Experiences	3 3 3
Total: 30 semester units	30	Total: 69 quarter units=45.4 semester units 1 quarter unit=.66 semester units	45

SBCC Equivalency Crosswalk

Applicant Name: _____

Position Applied For: _____

Instructions: Please complete the crosswalk below so that the faculty Equivalency Committee can determine whether your educational preparation is equivalent to the Minimum Qualifications required for your discipline. Specifically:

- On **the left side** of the crosswalk, list the courses required for an MQ-approved master's degree in the discipline offered by an accredited college or university.
- On **the right side** of the crosswalk, list those courses completed by the applicant at an accredited college or university that "match" those from the MQ discipline.
- Include hyperlinks to both master's degree programs.
- Include unit values for each course.
- If the degree was earned on the quarter system, provide quarter-to-semester conversions. (1 quarter unit equals .66 semester units.)
- If the course title is not a clear match between the two courses, provide the official course descriptions from the college catalog to show shared content.
- The types and number of courses must be at least equal to or greater than the unit values in the program that matches the MQ.
- The courses listed on the right side of the crosswalk must match those listed on the candidate's transcripts.

Master's Degree Coursework in a Discipline That Meets the Minimum Qualification	Units	Applicant's Coursework (should match the courses in the left column.)	Units
Total: _____ Semester Units		Total:	

Applicant Signature: _____

Date: _____