



**APPLICATION FOR THOSE NOT MEETING THE MINIMUM QUALIFICATIONS**

Name of Applicant \_\_\_\_\_

Discipline \_\_\_\_\_

This form must be completed if you do not have the appropriate minimum requirements in the discipline.

- A. Traditional academic disciplines require a Master's degree (list available in the Human Resources Office).
- B. Vocational disciplines do not require a Master's but does require a degree and experience.
- C. Non-credit disciplines require a Bachelor's degree.
- D. Graduate students as part-time faculty.

Please check the section that applies to you and the appropriate qualification criteria.

A. \_\_\_\_\_ DISCIPLINES NORMALLY REQUIRING A MASTER'S DEGREE

\_\_\_\_\_ BA/BS plus 30 semester units of appropriate course work

\_\_\_\_\_ BA/BS plus appropriate licenser from an accredited institution or entity.

\_\_\_\_\_ BA/BS plus certification as an instructor in the specific discipline, as in the case of a reading instructor with BA plus a reading specialist credential.

Specify:
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(Must provide documentation of work experience)

\_\_\_\_\_

\_\_\_\_\_ Coursework from accredited institutions that would satisfy a BA/BS degree in breadth, depth and rigor with coursework equivalent to a major and two years documented work experience.

Specify:

(Must provide documentation of work experience)

C. \_\_\_\_\_ NON-CREDIT COURSES AND DISCIPLINES REQUIRING A BA/BS

\_\_\_\_\_ Coursework from accredited institutions that would satisfy a BA/BS degree in breadth, depth, and rigor with coursework equivalent to major (s).

Specify:

D. \_\_\_\_\_ GRADUATE STUDENTS AS PART-TIME FACULTY

You must be currently registered in a program of graduate studies at a UC or CSU campus.

\_\_\_\_\_ Advanced graduate student with prior proven teaching experience.

\_\_\_\_\_ Advanced graduate student teaching in areas consistent with the subject area of their graduate program. Such students may include advanced graduate students selected by the pertinent departmental committee from among a list of candidates provided by a UC or CSU graduate department.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Completed application must include:

- This signed document
- District applications must be attached or on file with the District
- Unofficial copies of all transcripts.
- Documentation of work experience, if required above.
- If applicable, documentation of current registration in a program of graduate studies at a UC or CSU campus.

\* Determination of equivalency may require you to be interviewed, provide additional information and/or departmental examination administered.

**WEST HILLS COMMUNITY COLLEGE DISTRICT  
EQUIVALENCY DETERMINATION**

Name of Applicant: \_\_\_\_\_

Equivalency Determination:

Yes	No	Committee Member Signature	Date
		Chair, equivalency Committee	
		Equivalency Committee Representative	
		Equivalency Committee Representative	
		Faculty Discipline Representative	
		Faculty Discipline Representative	
		Instructional Administrator	