

**Ventura County Community College District  
SUPPLEMENTAL QUESTIONNAIRE FOR EQUIVALENCY**

**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 possessing equivalent qualifications in accordance with the criteria listed in the Ventura County Community College District's [Board Policy 7211- Minimum Qualifications and Equivalencies](#). Candidates requesting an equivalency must submit this supplemental questionnaire as well as all other specified materials. All materials for consideration must be attached to this form at the time of submission.

**If you are requesting an equivalency for a discipline, you must provide conclusive evidence of your qualifications, such as:**

1. Official transcripts for related degree(s) or a list of appropriate coursework successfully completed at an accredited college or recognized foreign institution; or
2. Publications showing a command of the discipline in question, the general education or appropriate writing skill; or
3. Other work produced by the applicant showing a command of the subject or occupation in question.

Please do not send copies of publications or materials that you do not intend for the District to keep. Submitted materials will not be returned. All materials must be received by the closing date.

State below the basis of your request for consideration of an equivalency as identified in Board Policy 7211. Attach additional sheets or materials as specified above. The committee will base its recommendation exclusively on the information submitted on this form.

**Signature of Applicant:**

**Date:**

# SUPPLEMENTAL COURSE LIST

<b>POSITION:</b>
<b>APPLICANT:</b>

In the table below list (most recent first) all **relevant** upper division and graduate course work in which you earned a "satisfactory" grade ("C" or better or equivalent). Complete all columns. Separate courses into three categories: **1) DISCIPLINE(S); 2) RELATED DISCIPLINE(S); 3) OTHER RELEVANT COURSE WORK.** (For example, an applicant for a Geology position would list in 1) all geology courses; list in 2) biology, chemistry, geography, mathematics, physics courses; list in 3) educational philosophy, psychology, methodology; testing courses; ethnic studies; foreign languages, etc.) In column 4, "LEVEL," use "G" for graduate work, and "U" for upper division work. In column 6, "SEM. UNITS," multiply all quarter units by two thirds (2/3) to convert to semester units. Begin each category in the space provided in the table and append additional sheet(s) if necessary.

CAT	COLLEGE (ABBR.)	DEPT & COURSE #	LEVEL G, U	COURSE TITLE	SEM. UNITS	GRADE
1) D I S C I P L I N E  M A J O R						
2) R E L A T E D						
3) O T H E R						