

## **Miramar Equivalency Process as of Spring 2024**

Applicants fill out this application: "AP 7211 Equivalency Determination Procedure 092523.pdf"

Committees sign off on this form if they approve of the equivalency: "BLANK AP 7211 Equivalency Form.pdf"

Under the SDCCD's current AP 7211, the equivalency process is a bit murky. As of Spring 2024, it is being reviewed and discussed at the District level. The current Administrative Procedure AP 7211 can be found here: "AP 7211 Equivalency Determination Procedure 092523.pdf". Each college in the District has clarified their application of the equivalency process and they are all basically the same. Below is a breakdown of how we have been putting AP 7211 into action here at Miramar since July, 2022:

Have the applicant seeking equivalency complete the form included in the document "AP 7211 Equivalency Determination Procedure 092523.pdf".

The Department Chair and/or Dean gather two or three discipline expert faculty members to review the application. Please note that "When someone is granted equivalency, it is within an entire discipline, as opposed to a single course" (p. 4).

Have these discipline experts sign the digital friendly form "BLANK AP 7211 Equivalency Form.pdf" rather than the form on the last page of the application document.

Forward the signed form to the Academic Senate President so they can convene the Academic Senate Equivalency Committee. The ASEC is comprised of three non-discipline faculty who's sole duty is to ensure that the AP 7211 process was followed. If they approve, the committee will sign the form and send it back to the appropriate Department Chair and Dean overseeing the school hiring the faculty member.

The Dean then signs it and forwards it on to SDCCD HR for final processing.