



Name: _____
Position _____
Applying For: _____
Date: _____

REQUEST FOR EQUIVALENCY TO A BACHELOR'S DEGREE

This applies to disciplines listed under category (2) "Disciplines in which a Master degree is not generally available" or (3) "Disciplines in which a Master degree is not generally available but which requires a specific Bachelor or Associate degree" in the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" guide which is available on our website. Please refer to the job announcement for the position you are applying for to determine which, if any, equivalencies are accepted for that position.

Please check the box for the equivalency under which you are requesting to be considered for this position. Please provide detailed information and supporting documents.

Equivalency Option No. 1 – You must submit an official transcript(s) documenting successful completion of 120 semester units of college coursework. The transcript(s) must include successful completion of 60 semester units of lower division and 60 semester units of upper division coursework. Also, the transcript(s) must include successful completion of 36 semester units of general education courses as described below and 24 discipline-specific semester units in courses for any one discipline-specific major. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable. Enter the total number of semester units taken: Lower division: _____ Upper division: _____

If you checked this option, complete sections A & B below.

Equivalency Option No. 2 - You must submit an official transcript documenting successful completion of a combination of a minimum of 80 semester units of college coursework at an accredited institution of higher learning including the general education course units, as described below, required for the Bachelor degree and documented and verifiable evidence of 640 hours of significant professionally sanctioned discipline specific training through certification courses, approved apprenticeships, and licensing programs in the requested discipline. Examples of approved training programs include but are not limited to those provided by labor unions, state and national certification boards, and governmental agencies. **If you checked this option, complete sections A & C below.**

Equivalency Option No. 3 - You must submit an official transcript documenting successful completion of a combination of a minimum of 80 semester units of college coursework at an accredited institution of higher learning including the general education course units, as described below, required for the Bachelor degree and courses in the major AND current enrollment in a Bachelor's degree program in the requested discipline with the Bachelor's degree to be completed within 24 months from the hire date. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable. **If you checked this option, complete section A.** Also, indicate the bachelor's degree program you are currently enrolled in and expected completion date:

Bachelor's Program: _____ Institution: _____ Expected date of completion: _____



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General Education

To meet the general education requirements for the Bachelor’s degree, you must include official transcript(s) documenting successful completion of a minimum of 36 semester units, including 3 semester units in each of the following courses. (A passing grade on a CLEP, IB, or AP exam are equivalent to 3 units for the related general education course. Credits by exam are acceptable):

- English Composition (Expository writing)
- Critical Thinking (e.g. Logic, Argumentation, Composition based on analytical reading)
- Oral Communications (e.g. Public Speaking, Group Communications)
- Physical Science (e.g. Astronomy, Chemistry, Environmental Science, Geology, Oceanography, Physical Geography, Physical Science, Physics)
- Biological/Life Science (e.g. Biology, Physical Anthropology)
- College Level Math (e.g. Mathematics above Intermediate Algebra)
- Fine/Performing Arts (e.g. Animation, Art, Dance, Design, Graphic Design, Music, Photo, Theater)
- Humanities (e.g. Foreign Language, Humanities, Literature, Philosophy)
- One course in either Fine/Performing Arts or Humanities
- One course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- A second course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- A third course in Social and/or Behavioral Science (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)

(One of the Physical or Biological science courses above must include a laboratory.)

SECTION A

List Equivalent Courses Used to Satisfy General Education Required Courses. See attached general education coursework chart for examples of courses that qualify in each category below.

General Education courses required for a Bachelor degree	Min. Required Semester (Quarter) Units	Course equivalent (exam) used to satisfy the required general education course	Units	Institution where equivalent course was completed	Date of completion
English Composition	3.0 (4.0)				
Critical Thinking	3.0 (4.0)				
Oral Communications	3.0 (4.0)				
Physical Science	3.0 (4.0)				
Biological/Life Science	3.0 (4.0)				
College Level Math	3.0 (4.0)				
Fine/Performing Arts	3.0 (4.0)				
Humanities	3.0 (4.0)				
One course in either	3.0 (4.0)				



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SECTION C

Documented and Verifiable Evidence of 640 hours of significant professionally sanctioned discipline-specific training. Examples of approved training programs include but are not limited to those provided by labor unions, state and national certification boards, and governmental agencies.

Title of discipline-specific training	Hours (attach verification)	Did you receive a certificate or license for this training? If so, please list and attach a copy.	Institution/Organization that provided the training	Date of completion

I certify that the above information entered on this document is true and complete.

Applicant Signature

Date

For District Use Only:

Equivalency: Approved Not Approved Date of Action: _____

Comments: