

Name: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Date: \_\_\_\_\_

## REQUEST FOR EQUIVALENCY TO AN ASSOCIATE'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.

**Please submit course descriptions when possible to help determine equivalency.**

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**Equivalency Option No. 1** – You must submit an official transcript(s) documenting successful completion of 60 semester units of college coursework. The transcript(s) must include successful completion of 15 semester units of general education courses as described below AND 18 discipline-specific semester units in courses for any one discipline-specific major. Credits on a CLEP, IP, or AP exam, credits by exam, and credits on a military transcript are acceptable. **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 minimum of 40 semester units of college coursework at an accredited institution of higher learning including a minimum of 18 general education course units, as described below and required for the Associate degree and documented AND verifiable evidence of 320 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. Credits on a CLEP, IB, or AP exam, credits by exam, and credits on a military transcript are acceptable towards the units' requirement. **If you checked this option, complete sections A & C below.**

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### **General Education**

To meet the general education requirements for the Associate degree or equivalent, the applicant must include official transcript(s) documenting successful completion of a minimum of 18 semester units, including a minimum of 3 semester units in each of the 5 areas. 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:

- Natural Science (e.g. Astronomy, Biology, Chemistry, Environmental Science, Physical Anthropology, Physical Science, Physics)
- Social Sciences (e.g. Cultural Anthropology, Economics, History, Political Science, Psychology, Sociology)
- Humanities (e.g. Art, Dance, Design, Foreign Language, Humanities, Literature, Music, Philosophy, Photography, Theater)
- English Composition (Expository writing)
- Communication and Analytical Thinking (oral communication, mathematics at minimum one level below transferable, logic, statistics, computer language and programming).

### **SECTION A**

**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.**

<b>General Education courses required for an Associate degree</b>	<b>Min. Required Semester (Quarter) Units</b>	<b>Course equivalent (exam) used to satisfy the required general education course</b>	<b>Units</b>	<b>Institution where equivalent course was completed</b>	<b>Date of completion</b>
<b>Natural Science</b>	<b>3.0 (4.0)</b>				
<b>Social Sciences</b>	<b>3.0 (4.0)</b>				
<b>Humanities</b>	<b>3.0 (4.0)</b>				
<b>English Composition</b>	<b>3.0 (4.0)</b>				
<b>Communication and Analytical Thinking</b>	<b>3.0 (4.0)</b>				



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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: