

**Supplemental Equivalency Request**  
**San Bernardino Community College District**

**This side to be completed by the Applicant**

Applicant's Name (Please Print) \_\_\_\_\_

Position for which Applying \_\_\_\_\_

**To be completed by applicant:**

Submit completed application materials (ie: District Application) along with a written statement explaining why you believe you meet the equivalency and all tangible evidence necessary to support your request.

**Evidence must include:**

1. A set of official or unofficial transcripts showing that appropriate courses including general education requirements were successfully completed at an accredited college or appropriate foreign institution in order to establish the equivalent amount of formal education required for the degree and the number of major course units required for that degree.

**Additional evidence may be submitted to include:**

2. Certifications or licenses appropriate for the specific discipline;
3. Publications that show either a command of the discipline in question or candidate's writing skills;
4. A written statement or portfolio of substantial artistic experience and/or accomplishments equivalent to the degree (e.g. performances, shows, exhibitions, compositions, or books);
5. Documentation, such as letters supporting work experience from a supervisor including length and level of service from employer.

I understand that it is my responsibility to provide all relevant materials to prove equivalency for the minimum qualifications required for my discipline.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Equivalency is the process by which a person can meet the minimum qualifications of his/her discipline. It is the responsibility of the candidate to provide conclusive evidence of equivalency for the State-approved requirements through the use of transcripts, publications, statements validating related work experience, and other products that show a command of the discipline or occupation in question.

**Note:** *In accordance with community college system regulations adopted to implement AB1725 legislation, the San Bernardino Community College District must award Equivalency on a discipline basis—not course-by-course.*

## Equivalency Determination Form

**This side to be completed by the Equivalency Review Committee**

Based on a review of the following,

*(Check all that apply)*

- Educational preparation for the equivalent discipline-level major degree or major and minor combination based on transcripts (including undergraduate and graduate units).
- General education requirement for the degree.
- Other relevant education (e.g. licensure, certifications, etc.).
- Other relevant work products (e.g. publications, shows, etc.).
- Evidence of work experience which establishes equivalency to the minimum qualifications.

It was determined that the equivalency criteria **WAS MET** for the following discipline:

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Comments (optional):

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It was determined that the equivalency for the discipline **WAS NOT MET** for the following reason (Reason(s) must be noted):

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SBVC Academic Senate President      Date

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CHC Academic Senate President      Date

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SBVC Faculty Member      Date

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CHC Faculty Member      Date

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SBVC Faculty Member      Date

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CHC Faculty Member      Date

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SBVC Administrator      Date

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CHC Administrator      Date