

## Directions for Submitting the Request for Equivalency.

Please print out the form below and fill it in and sign it. Scan that and all of your supporting documents at one time to create a separate attachment. Please add it to the Attachment portion of your application under the heading of Other attachment. This will then be an attachment with all items that the screening committee can review along with your other attachments.

Please call Human Resources at 707-864-7128 or email us at [hr@solano.edu](mailto:hr@solano.edu) if you have any questions. Thank you

# Request for Equivalency of Academic Qualifications

Name \_\_\_\_\_ Equivalency Discipline \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Job No.: \_\_\_\_\_

## Equivalency Standards:

- Bachelor and Master's Degree: The general education required for that degree and the major coursework required for that degree.
- Discipline's Not Requiring a Master's Degree Where a Combination of Education and Experience is Required:
  - BA (or 120 semester units to include a minimum of 30 semester units of upper division/graduate level courses) in any discipline and one of the following: (1) The equivalent of two years of work experience in the discipline plus certification/licensure if applicable; OR (2) The equivalent of two years of teaching experience in the discipline plus certification/licensure if applicable.
  - AA (or 60 semester units of college-level coursework from an accredited institution with a minimum of 18 semester units in general education) in any subject and one of the following: (1) The equivalent of six years of work experience in the discipline plus certification/licensure if applicable; OR (2) The equivalent of four years of work experience in the discipline plus certification/licensure if applicable and one of the following: (a) The equivalent to two years of other related work experience; or (b) The equivalent of one year of specialized training in the discipline obtained at a technical school or other institution verified by transcripts, certification, or licensure in addition to the AA requirement.

**Claims of Equivalency:** Applicants who claim equivalent qualifications shall provide conclusive evidence that they possess qualifications that are at least equivalent to those required by the minimum qualifications as stated on the job announcement. The conclusive evidence must be as clear and reliable as college transcripts. Specifically, the person making the claim must provide conclusive evidence establishing equivalency.

## Examples of Equivalency for an AA, BA or MA degrees:

- Letter from the educational institution that the completed coursework is equivalent to the degree requirement.
- A list/chart of the college courses required for the degree (from a college) to include the title of the course you have taken, college where the course was taken, dept. name, course number, and grade.
- Foreign degrees: If your foreign degree has not been evaluated by a recognized evaluation service, we recommend that you do so. Submission of foreign transcripts without evaluation does not provide adequate information to render a decision.
- Untranslated transcripts: If your transcripts are not translated into the English language, we recommend you have them officially translated and notarized. Submission of untranslated transcripts does not provide adequate information to render an equivalency decision.

## Conclusive Evidence: (Mark attached documents)

- \_\_\_ Personal written statement supporting your request for equivalency (**Required**) and one or more of the following:
- \_\_\_ Letter from the educational institution as indicated above.
  - \_\_\_ List/chart of college courses completed for the degree as indicated above.
  - \_\_\_ Evaluation of college transcripts and/or degrees as indicated above.
  - \_\_\_ Translation of transcripts (notarized) as indicated above.

Signature: \_\_\_\_\_

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