

MiraCosta College
Equivalency Guidelines for Classified Positions

Education component of minimum qualifications (30 sem. units = 1 yr. of educ.)	Acceptable equivalent (GE = general education)
Bachelor's degree (120 semester units = 4 years of education)	90 semester units (including 30 GE units) + 1 year of additional experience beyond the required minimum experience quals
	60 semester units (including 30 GE units) + 2 years of additional experience beyond the required minimum experience quals
Associate's degree (60 semester units = 2 years of education)	30 semester units (including 15 GE units) + 1 year of additional experience beyond the required minimum experience quals

NOTES:

1. Equivalency for classified positions applies only to the education component of the minimum qualifications. There is no equivalency provision for the required experience.
2. One year of full-time-equivalent experience can be considered equivalent to one year of education, up to half of the required education. One year of education is equal to 30 semester units.
3. Any additional experience used for equivalency must be at the same level (i.e., directly related, closely related, or general work experience) as the experience required in the minimum qualifications.
4. For permanent positions, if additional experience is used to meet the equivalency requirement, that experience cannot be used for placement at Step 2 on the salary schedule.
5. Certificates for technical/vocational positions cannot be used in lieu of required education.
6. Employees for whom equivalency to an associate's or bachelor's degree has already been established by Human Resources (and is documented) will retain their equivalent status and will not be subject to the guidelines above.
7. Any degree/coursework used to satisfy the minimum qualifications must be from a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. If a degree/coursework is from a college or university outside of the United States, the applicant must submit a detailed evaluation from a professional foreign transcript evaluation agency.