

EQUIVALENCY REQUEST – GUIDELINE B2

Name:	
Position Applying For:	
Discipline in Which Requesting Equivalency:	
Minimum Qualifications:	
Equivalency Guideline:	<p>B2: Candidate may be eligible under a combination of education and/or experience. One year of related full- time or full-time equivalent professional/occupational* experience is equivalent to 12 semester units of coursework. Candidate must have earned a minimum of 18 semester units of upper-division coursework in the discipline in which equivalency is requested.</p> <p><i>**“Professional experience” includes teaching experience. “Occupational experience” does not include teaching experience. (Title 5, Article 1, section 53404 - Definition of Experience)</i></p>

My educational background includes the following: a ___ degree from _____; and/or a ___ degree from _____. I am applying for equivalency under guideline B2. The table below shows ___ semester units of graduate coursework related to the discipline of _____, corroborated by the course descriptions and accompanying catalog pages.

{Note to candidate: *provide an explanation of how a course is related to the discipline, if it’s not obvious. For example, for a research class, independent study class, or thesis/dissertation units, if the topic is not specifically stated on your transcripts, provide a description about the class content or focus of your thesis/dissertation.}*

** UNIVERSITY NAME **				For Dept. Chair or Discipline Expert	
Course Number & Title	Course Description	Qtr. Units	Sem. Units	Is the course discipline related?	
				YES	NO

TOTAL UNITS					___ = Total number of units related to discipline

The table below shows relevant professional experience I would like considered toward my equivalency.

Employer / Organization	Position Title	Dates (MM/YYYY–MM/YYYY)	Full or Part time?	Hours per week	Months per year	Primary Responsibilities	For Discipline expert: related? Y/N	
							Yes	No

{Note to candidate: You must also provide document(s) verifying employment from previous employer's human resources or payroll department(s); if self-employed, you must provide a notarized document listing experience.

If you'd like, you can add any other information here about your education and/or experience that you would like the committee to know about, but it's not required.

Thank you for considering my request for equivalency. Please contact me should you need any additional information or clarification.

Respectfully,
Name
Email Address
Phone Number

For Department Chair (and Discipline Expert if applicable)

I have reviewed the professional/occupational experience listed above and confirm that the experience identified by the applicant is discipline-related and relevant to the minimum qualifications for this discipline.

Comments (optional)
or can also attach a
separate letter of support:

Name of Department
Chair:

Date:

Signature:

Name of Discipline
Expert (if applicable):

Date:

Signature: