

EQUIVALENCY REQUEST – GUIDELINE C2

Name:	
Position Applying For:	
Discipline in Which Requesting Equivalency:	
Minimum Qualifications:	
Equivalency Guideline:	<p>C2: Candidate may be eligible under a combination of education and/or experience totaling to a minimum of 120 semester units and 2 years of relevant experience. One year of related full-time or full-time equivalent professional/occupational* experience is equivalent to 12 semester units of coursework. For example, an applicant may apply for equivalency if they have 72 semester units of coursework (equivalent to 6 years of experience) and have worked in the field for 6 full-time or full-time equivalent years.</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>

I am applying for equivalency under guideline C2. The table below shows ____ semester units of coursework and ____ years of professional/occupational experience 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

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: