



Equivalency Information

Equivalency to an academic degree shall include the same depth of knowledge in the area of responsibility and breadth of general education that is required for the degree to meet the minimum qualifications. Equivalent preparation for employment shall be considered under any one category or any combination of the categories listed below:

- a. Degree in related field with equivalent course work in the discipline as indicated by transcript and/or thesis subject.
- b. Prior administrative or managerial work experience in the same area, or a closely related area, as that described in the job announcement. Such work experience will be counted on the basis set forth in the job announcement to meet any educational requirements for the position as advertised.
- c. Equivalent degrees from foreign universities (as determined by an agency selected by Cabrillo College).
- d. Course work at a regionally accredited institution of higher education and/or equivalent professional or work experience and/or equivalent verifiable accomplishments of eminence in a particular discipline, including, but not limited to: research, seminars, publications, creative works, honors or awards.



**CABRILLO COMMUNITY COLLEGE DISTRICT
SUPPLEMENTAL ADMINISTRATIVE APPLICATION FOR EQUIVALENCY DETERMINATION**

For the position of:

Applicant's name:

Instructions:

The information requested below is required of all candidates not holding the stated minimum qualifications, who are seeking consideration on the basis of equivalency. The criteria for establishing equivalency are listed below. Candidates making application under the equivalency basis shall submit this supplement as well as all other materials specified under "Application Procedure" on the job announcement. References to resumes and material other than additional sheets required to complete this form will not be acceptable.

Equivalency Criteria:

Equivalency to an academic degree shall include the same depth of knowledge in the discipline and breadth of general education that is required for the degree to meet the minimum qualifications. Equivalent preparation for employment shall be considered under any one category or combination of the categories listed below:

- a. Degree in related field with equivalent course work in the discipline as indicated by transcript and/or thesis subject.
- b. Prior administrative or managerial work experience in the same area, or a closely related area, as that described in the job announcement. Such work experience will be counted on the basis set forth in the job announcement to meet any educational requirements for the position as advertised.
- c. Equivalent degrees from foreign universities (as determined by an agency selected by Cabrillo College).
- d. Course work at a regionally accredited institution of higher education and/or equivalent professional or work experience and/or equivalent verifiable accomplishments of eminence in the discipline including, but not limited to: research, seminars, publications, creative works, honors or awards.

Please complete:

1. List all academic preparation that should be considered to determine equivalency. Please be specific regarding the institution, course titles, unit value, level of course work (graduate, upper division, etc.) and to which degree(s) it is equivalent. Transcripts and copies of course descriptions should also be attached.
2. List all relevant professional/work experience that should be considered to determine equivalency. Please give a detailed description of the duties performed.

3. List any other relevant accomplishments that should be considered to determine equivalency. (This could include, but would not be limited to research, publications, seminars, professional performance or exhibition, honors or awards, etc.)

4. List specialized skills, knowledge and abilities that should be considered to determine equivalency.

5. List relevant memberships, internships, licensure, certifications and/or organizational activities that should be considered to determine equivalency.

6. List the name, address and phone numbers of 3 references who could attest to your education, experience and knowledge being equivalent to the minimum qualifications.

7. Please write a narrative synopsis (*not to exceed one page*) of your education and experience that illustrates possession of qualifications that are at least equivalent to the stated minimum qualifications.

I certify that to the best of my knowledge the foregoing statements are complete, true and correct. If employed, I understand that I may be subject to dismissal if they are found to be untrue or incorrect.

Signature

Date