

**Contra Costa Community College District
For Classified Position Application
Bachelor's Degree Equivalency**

Submit this form only when applying on the basis of equivalency

Applicant:

Position:

I believe that I possess the equivalency of a bachelor's degree for the reasons checked:

I possess:

- a) **Education:** An Associate of Arts/Associate of Science (AA/AS) degree from an accredited institution. Official transcripts of all course work and degree issued must be provided.

AND

- b) **Experience:** Four (4) years full-time increasingly responsible occupational experience commensurate in breadth and depth of difficulty and responsibility with the position being applied for (which may be considered the equivalent to two (2) years of college course work beyond the AA/AS degree).

OR

I possess:

- a) **Education:** An AA/AS degree from an accredited institution and additional job related college course work beyond the AA/AS degree. Thirty (30) units of upper division college course work is equivalent to one (1) additional year of college.

AND

- b) **Experience:** Two (2) years of full-time increasingly responsible occupational experience commensurate in breadth and depth of difficulty and responsibility with the position being applied for (which may be considered the equivalent to one (1) years of college course work beyond the AA/AS degree).

Evidence

The candidate is responsible for supplying all college transcripts as well as documentation for related occupational experience. Although unofficial transcripts may be submitted for application purposes, official transcripts will be required at time of employment.

The candidate must attach to this form documentation including dates worked, position, brief description of duties, employer, address, and telephone number.

A candidate who does not present conclusive evidence in regard to the above, will not be deemed equivalent. Note: Years of related work experience used to meet the Bachelor's Degree equivalency cannot be used to meet the work experience requirement for the position.

College and university degrees and credits submitted for employment, including the equivalency process or advancement must be from United States institutions accredited by one of the six regional accrediting agencies recognized by the Council on Post-secondary Accreditation and the United States Secretary of Education.

All degrees and credits not covered by the six regional accrediting agencies recognized by the Council for Higher Education Accreditation (CHEA) and the United States Secretary of Education, including foreign degrees and credits, must be formally evaluated by an agency of the National Association of Credential Evaluation Services (NACES). The candidate bears all responsibility and costs associated with obtaining the evaluation. (www.naces.org)

Applicant Signature

Date