

Palomar College

Guidelines for Equivalency for Classified Positions

Education Component of the Minimum Qualifications	Acceptable Equivalent	
Associate's Degree	Option 1:	2 years of related experience
	Option 2:	60 semester units with 20 units in the major*
	Option 3:	30 semester units with 10 units in the major* AND 1 year of experience
Bachelor's Degree	Option 1:	4 years of related experience
	Option 2:	120 semester units with 40 units in the major*
	Option 3:	90 semester units with 30 units in the major* AND 1 year of experience
	Option 4:	60 semester units with 20 units in the major* AND 2 year of experience
	Option 5:	30 semester units with 10 units in the major* AND 3 year of experience

*Major/field as stated in the job posting

Notes:

1. Transcripts must be included in your application to receive credit for education and/or to substitute education in lieu of experience.
2. Only coursework completed at, and degrees awarded by, accredited institutions recognized by the U.S. Department of Education will be considered as satisfying the minimum qualifications.
3. Coursework and degrees that are completed outside of the United States are required to have transcripts evaluated (evaluation to U.S. equivalency and a course by course analysis) by an appropriate U.S. credentials evaluation service. For a list of credentials evaluation agencies accepted by Palomar College, visit the National Association of Credentials Evaluation Services (NACES) website at www.naces.org, or the Association of International Credential Evaluators, Inc. (AICE) website at <http://aice-eval.org/>.
4. Your name, the name of the educational institution, the degree awarded (if applicable) and major, and the award date (if applicable) must appear on your transcripts. Without this essential information, your transcript will be considered incomplete.
5. Experience used for equivalency must be at the same level as the experience required in the minimum qualifications stated on the job posting.
6. One quarter or trimester unit = 2/3 of a semester unit.
7. Technical/vocational certificates cannot be used in lieu of education unless otherwise indicated on the job posting/class specification.