

**Palomar College**

**Guidelines for Equivalency for Classified Positions**

Education Component of the Minimum Qualifications	Acceptable Equivalent	
<b>Associate's Degree</b>	2 years of <b>related</b> experience	
<b>Bachelor's Degree</b>	Option 1:	4 years of <b>related</b> experience
	Option 2:	An associate's degree <b>AND</b> 2 year of <b>related</b> experience

Notes:

1. Transcripts must be included in your application to receive credit for education and/or to substitute education in lieu of experience.
2. Major/field must be as stated in the job posting, or be related to the MQs/position if no major is listed.
3. 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.
4. 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](http://www.naces.org), or the Association of International Credential Evaluators, Inc. (AICE) website at <http://aice-eval.org/>.
5. Your name, the name of the educational institution, the degree awarded and major, and the award date must appear on your transcripts. Without this essential information, your transcript will be considered incomplete.
6. Experience used in lieu of education must be related and at the same level as the experience required in the minimum qualifications stated on the job posting.
7. Technical/vocational certificates cannot be used in lieu of education unless otherwise indicated on the job posting/class specification.