

Supplemental Application for Equivalency Determination Equivalencies Requiring A Master's Degree

Requesting Equivalency in: _____

Applicant's name: _____

Instructions:

The information requested below is required of all candidates not holding the stated minimum qualifications, who are seeking consideration for equivalency. The criteria for establishing equivalency are listed below. For additional clarification on how to fill out this document, please see the [example application](#).

A candidate for equivalency must submit the following materials in order for their application to be considered for equivalency:

- a. Equivalency Application (page 1)
- b. [Narrative](#) (page 2)
- c. [Matrix](#) (page 3)
- d. Supporting Unofficial Transcripts

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 academic transcript(s) and/or thesis subject
- b. Equivalent degrees from foreign universities. (U.S. evaluation and translation **must** be included)
- c. Course work at a regionally accredited institution of higher education

Please identify the degree program that the candidate's coursework will be compared against:

1. Comparison University:

2. Comparison University Degree Title (matching Minimum Qualifications from the California Chancellor's Office):

3. Equivalency University(s):

Narrative – In addition to the application and matrix, please include other relevant information to determine equivalency. If more space is required, attach additional pages.



Please provide the academic preparation that should be considered to determine equivalency by completing the Matrix. For additional clarification on how to fill out this document, please see the [example application](#). Be specific regarding the course titles and descriptions. All transcripts must be provided (They can be unofficial transcripts; upon hiring official transcripts will be required).

Note: The gray-shaded rows on the Matrix indicate course requirements to fulfill a degree. The non-shaded rows indicate the equivalent courses taken that meet requirements. **All sections must be completed before submission (Required Course vs. Equivalent Course, Course Title, Course Description, Unit Value, and Coursework: U=Undergraduate, G=Graduate)**

Required Course vs. Equivalent Course	Course Title	Course Description	Unit Value	Coursework U=Undergraduate G=Graduate
Required Course				
Equivalent				
Required Course				
Equivalent				

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Equivalent				
Required Course				
Equivalent				

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 _____