

EQUIVALENCY REQUEST – GUIDELINE A1

Name:	
Position Applying For:	
Discipline in Which Requesting Equivalency:	
Minimum Qualifications:	
Equivalency Guideline:	A1: Candidate holds a master's degree in a related or different field, but the candidate has at least 24 semester units (3 quarter units = 2 semester units) of discipline-related, graduate-level coursework.

My educational background includes the following: a ____ degree from _____; and a ____ degree from _____. I am applying for equivalency under guideline A1. The table below shows ____ semester units of upper division/graduate coursework related to the discipline of _____, corroborated by the course descriptions and accompanying catalog pages.

{Note to candidate: provide an explanation of how a course is related to the discipline, if it's not obvious. For example, for a research class, independent study class, or thesis/dissertation units, if the topic is not specifically stated on your transcripts, provide a description about the class content or focus of your thesis/dissertation.}

** UNIVERSITY NAME **				For Dept. Chair or Discipline Expert	
Course Number & Title	Course Description	Qtr. Units	Sem. Units	Is the course discipline related?	
				YES	NO
TOTAL UNITS					____ = Total number of units

			related to discipline
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{*Note to candidate: If you'd like, you can add any other information here about your education and/or experience that you would like the committee to know about, but it's not required.*}

Thank you for considering my request for equivalency. Please contact me should you need any additional information or clarification.

Respectfully,
 Name
 Email Address
 Phone Number

For Department Chair (and Discipline Expert if applicable)			
I have reviewed the candidate's list of courses and indicated whether each course is discipline related or not.			
Comments (optional) or can also attach a separate letter of support:			
Name of Department Chair:		Date:	
Signature:			
Name of Discipline Expert (if applicable):		Date:	
Signature:			