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| Name:                 |  |
| Position Applied For: |  |
| Date                  |  |

### EQUIVALENCY WORKSHEET FOR POSITIONS REQUIRING A MASTER'S DEGREE

This applies to disciplines listed under category (1) "Disciplines requiring a Master's degree" in the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" guide which is available on our website. Please refer to the job announcement for the position you are applying for to determine which, if any, equivalencies are accepted for that position.

Please provide detailed information and supporting documents.

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**Equivalency Option** – You must submit a transcript documenting successful completion of any Master's degree from an accredited Institution of higher education AND transcripts documenting successful completion of 24 units in the discipline at the upper division and graduate level, a minimum of which must be 12 graduate level semester units. Complete Section A below.

**\*\*Please remember to submit transcripts to support the equivalency\*\***

**SECTION A**

List conferred Master's degree and the 24 semester units in the discipline at the upper division and graduate level, specify which 12 or more units are graduate level semester units.

| Master's Program Completed | Institution |
|----------------------------|-------------|
|                            |             |

| Course | Number of Semester/Quarter Units | Institution Course was Completed | Graduate Level (Y/N) |
|--------|----------------------------------|----------------------------------|----------------------|
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I certify that the above information entered on this document is true and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date