# E:\COS_Locations.pngEquivalency Application Course Comparison Form

Disciplines requiring a Master’s Degree

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| **Your Name**: Click or tap here to enter text. |

Please use the following template to compare the topics of the courses taken for your degree to course topics for the degree that meets minimum qualifications as listed in the California Community Colleges Chancellor’s Office [Minimum Qualifications Handbook](https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/What-we-do/Educational-Programs-and-Professional-Development/Minimum-Qualifications). You may choose to compare your courses to any accredited university degree program.

The form fields below will expand to include your content. If you have a link to the source for your courses, you may add it, otherwise, please attach a catalog page or other evidence. You may include notes and explanations as necessary to make your case and take as much room as you need.

**Additional things to consider:**

* When picking a Master’s program to compare to, consider all the requirements of the program, not just the courses listed. For example, pay attention to the number of units, core courses, etc.
* Undergraduate coursework, unless specifically allowed to count toward a Master’s Degree in the program you compare to, will not typically be considered equal to graduate level coursework.
* Teaching experience and previous equivalency at other institutions, if any, is not counted toward equivalency.
* Documentation (syllabi, for example) should be attached as necessary to document claims.

**Current Degree and Minimum Qualification Degree:** Enter your degree and the institution that granted it on the left; enter the degree and accredited institution you are comparing to on the right.

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| **Current Degree(s):** Click or tap here to enter text. | **Min Qual Degree:** Click or tap here to enter text. |
| **Granting Institution(s):** Click or tap here to enter text. | **Institution:** Click or tap here to enter text. |
| Link to source: Click or tap here to enter text. | Link to source: Click or tap here to enter text. |

**Program Requirements:** In the space below, copy/paste or type the specific requirements of the Minimum Qualification Degree program you have chosen above to compare your degree with. Include core courses, elective options, units required, and any other specific requirements.

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| Click or tap here to enter text. |

**Coursework Comparison:**

1. In the Coursework Comparison form fields on the left, cut and paste or type the titles and course topicsof classes you have taken to earn your degree. Course topics (catalogue descriptions of the classes) are particularly important for ease of comparison. Include any notes or explanations necessary. Please be as comprehensive as possible (you may include learning outcomes, course outlines of record, etc.).
2. In the center column, enter the titles and course topics of classes necessary for the degree that currently meets minimum qualifications for the position to which you are applying. Course topics are important for comparison.
3. In the last column, please make any notes or comments you feel are necessary for the committee to understand your comparison. In your opinion, why are these courses equivalent?

| **Courses Taken for Applicant’s Degree** | **Courses in Comparable Degree Program** | **Comments/explanations** |
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You may add additional notes and a cover letter as you feel necessary to assist the committee:

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| Click or tap here to enter text. |

Please also attach any documentation necessary to support your application.