



Office of Human Resources & Employee Relations

SUPPLEMENTAL EQUIVALENCY REQUEST

To be used **ONLY** when requesting equivalency evaluation.

Applicant's Name (please print)

Division/Department

Please carefully review the approved equivalency for this discipline and provide documentation for those areas requiring verification

1. Degree

Discipline for which you claim equivalency): _____

2. Educational Preparation

Indicate the educational preparation on which you base this claim for the discipline (major):

3. Relevant Courses*

Indicate the relevant courses you have taken or other objective evidence that verifies you have the equivalent of the General Education portion for a college degree: _____

4. Work Experience**

Describe in detail what you believe establishes equivalency to the minimum qualifications. If you are using work products or other objective items that cannot be submitted, provide *detailed* information from objective sources about the nature of this work product or experience: _____

*Unofficial transcripts or photocopies of transcripts will be accepted to establish equivalency. However, official transcripts will be required if the candidate is offered the position.

**If you are using publications or other objective work products, you must submit documentation; if not possible, please explain.