

Equivalency Checklist

This list is intended to help you assemble your documents for submission and to ensure that your petition packet is complete before submitting it. It will also allow you to see the steps involved in the validation process. Please make sure you have the following:

1. Equivalency Petition
2. The petitioner's degree(s) are from institutions accredited by recognized U.S. accrediting agencies. Petitioners who possess degree(s) earned from an institution outside of the U.S. are required to also include an evaluation service assessment (foreign transcript evaluation).
3. Copies of the page or pages from the university catalog or website that the petitioner has chosen for comparison to demonstrate equivalency to the degree requirements or learning outcomes of the program at that institution.
4. The matrix fully completed, except in those cases where a petitioner meets an approved Discipline Equivalency Policy. To complete a matrix, see the sample matrix provided for guidance. In addition to listing courses, be sure to include course descriptions in both columns of the matrix. If this is not done the petition will be considered incomplete.
5. Original copies of transcripts.
6. Signatures from other tenured department members who have read the petition. (Discipline representative who is working with petitioner will complete this step.)
7. Optional! letters of support from tenured faculty members in the discipline. (Should be provided or obtained by the discipline representative who is working with the petitioner.)
8. Department Chair and Dean of Instruction signatures. (Will be obtained by discipline representative.)
9. Dean of Instruction will forward completed petition to the Chair of the Equivalency Committee.
10. Chair of Equivalency Committee will review the petition, and if it is complete it will be forwarded to the Equivalency Committee
11. Once members of the Equivalency Committee receive the petition, they have up to 15 working days to review the petition during the academic year, and up to 25 working days to do so if the petition is submitted during the summer.