ADVICE ON PRESENTING AN EQUIVALENCY ARGUMENT

1. If an MA is required and you are arguing that you have all the course work though not the degree, you might use one of the following lines of argumentation:

   A. Document that you have been advanced to candidacy in a Ph.D. program
   B. Explicitly compare
      i) the course work that you have completed with
      ii) the course work of an accredited institution that grants a degree in the field required by the minimum qualifications. In deciding upon which program to compare your course work with, it is appropriate to look for a program that is least demanding. Copy the program from the institution’s catalog and set it beside your course work on a one-to-one basis. Indicate also how your courses fit into the breadth demands of the comparison program.

2. If an MA is required and you are arguing that you have some of the course work but not all, you might use this line of argumentation:

   A. Begin by using the process of B-i above. Then argue explicitly and document that you possess other educational experiences, employment experiences, etc. and how these less formal experiences are equal to the missing degree/credit component that would have been given in a formal educational program. Center your argument on how these less formal experiences have provided the kind of theoretical understanding of the field that formal education does.

3. If an MA is required but you have a closely related MA that is not named in the minimum qualification description:

   A. Use the process of B-i above, explicitly comparing courses to show how, e.g., your MA in X with a specialty in Y is substantially the same as an MA in what is required.

4. If an MA is required, and you lack it completely but have outstanding recognition and expertise in a field (this is usually argued in the Arts and limited to performing or creating), you must (a) document that you possess all the General Education needed for the degree required (typically the G.E. equivalent to an AA degree) and (b) argue explicitly 2 above if possible.

5. If a BA with two years full time experience in the field or an AA with six years full time experience in the field is required and you lack a component of this:

   A. Be aware that the General Education component is mandatory. You may argue that a foreign degree is equivalent to it. Argue as in B-i.