



COURSE APPROVAL APPLICATION

Date Application Received _____

I request approval of the following course for salary advancement:

_____ Course Title _____ Course Number / Department _____

Brief description of course: _____

Dates to be taken From: _____ To: _____
MO / DAY / YR MO / DAY / YR University / College

Number of Semester Units _____ Upper Division Lower Division

Current Major _____ Current Minor _____ Credential Sought _____ Advanced Degree Sought _____

Are you requesting repeat credit? Yes No If yes, attach justification

Circle one of the following statements which best applies to the course you wish to use for salary credit. These statements are representative criteria; see Master Contract for columnar advancement provisions.

Upper Division or Graduate Courses

- A. The course is directly related to the employee's present or proposed assignment or to the employee's major or minor field of preparation.
- B. The course is part of a program designed to allow the employee to prepare a major or minor field of instruction directly related to the employee's assignment or earn a full credential, an advanced degree, or a credential for administration, or special services.

Lower Division

- A. The course is a credential requirement.
- B. The course is directly related to the employee's assignment or is required to acquire an additional major or minor field of preparation related to the employee's assignment.

If B is circled or if none of the above statements seem applicable, indicate the reason you believe this course should be approved for salary advancement.

_____ Print Name _____

_____ Applicant's Signature _____ Date _____ School _____

Do Not Write Below Line

APPROVAL NOTIFICATION SECTION

1. Course Application is: Approved / Disapproved _____
Professional Growth Committee's Signature _____ Date _____

2. Semester Units Approved for current semester _____
Personnel Signature _____ Date _____

POSTING NOTIFICATION SECTION

1. Verifying Transcript / Grade Report was received in Personnel Office and Posted _____
Total Semester Units _____

2. _____
Personnel Signature _____ Date _____

FORM DISTRIBUTION:
WHITE - Returned to Employee after course verification and posting
CANARY - Returned to Employee after Committee review
PINK - Employee retains before submitting