

CITY COLLEGE OF SAN FRANCISCO
Application for Pre-approval of Undergraduate Course Units

Please submit this form along with any supporting documentation to your Dean for recommendation and routing to the appropriate Vice Chancellor for approval. Supporting documentation may include a photocopy of the current catalog description of the proposed undergraduate course. The Vice Chancellor will route a copy of the completed application to the Director of Human Resources at 33 Gough, and to the faculty member.

This form must be used when requesting pre-approval for an undergraduate course as authorized in Article 20.A.7.2.2. et. seq. and Article 20.A.8.2.2. et. seq. of the District/AFT Contract. **Use a separate form for each course you plan to take.**

Name _____ Social Security No. _____
(Last) (First) (MI)

Department/Discipline _____ Campus/Location _____

Quarter/Semester in which you intend to enroll in the course: Fall in the Year _____ Winter in the Year _____
Spring in the Year _____ Summer in the Year _____

Course Title _____

Course Offered at _____ at _____
(College or University) (Location)

Check One : Upper Division _____ Lower Division _____

(Upper Division is intended for 3rd or 4th year students and lower division is intended for 1st or 2nd year students. By definition, all course taught by two-year community colleges are lower division.)

Explain how this course will improve, upgrade or develop your skills as a faculty member:

I declare that the course I intend to take has not been previously completed for credit or salary placement.

SIGNATURE: _____ Date: _____

Upon completion of the course, submit an official transcript to Human Resources at 33 Gough St.

(Use back of form for additional comments)

DEAN'S REVIEW: Recommendation : Yes No

SIGNATURE: _____ DATE: _____

VICE CHANCELLOR'S REVIEW: Approved Not approved

SIGNATURE: _____ DATE: _____

DATE EMPLOYEE NOTIFIED: _____ DATE HUMAN RESOURCES NOTIFIED _____