

APPLICATION FOR PRE-APPROVAL OF COURSE UNITS FOR SALARY COLUMN ADVANCEMENT

This form must be used when requesting pre-approval for undergraduate courses **and** courses designated as “post baccalaureate,” “professional,” or “specialist” by the granting institution. (AFT Contract, Art. 20.D). Only graduate courses as defined by the course numbering system of the granting institution do not require pre-approval.

Please submit this form along with any supporting documentation to your Dean for recommendation and routing to the appropriate Vice Chancellor for approval. Faculty are encouraged to file this form well in advance of the course start date. However, a form will be considered timely if filed in the office of the appropriate Vice Chancellor on or before the last day to add a class, as defined by the granting institution. Forms submitted to the Vice Chancellor after the last day to add a class, as defined by the granting institution, will be deemed untimely and will be rejected on that basis. 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.

Use a separate form for each course you plan to take.

Name _____ Employee I.D. 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 _____

Note: The course should be completed within four semesters of the Vice Chancellor’s approval.

Course Title _____

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

Class Beginning Date: _____ Last Day to Add a Course: _____

Explain how this course is relevant to your discipline, assignment, skills or professional responsibilities.

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 Street.

(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: _____