

COURSE PRE-APPROVAL FORM

Name _____ Site Location _____ Date _____

I request approval of the following named course for consideration for Salary Advancement:

Course Name _____ Dept. _____ & Number _____

Brief Description _____

Application to current assignment / preparation for additional credential _____

Date(s) of course _____
From _____ To _____ University, College, or Coronado Adult School

Number of **SEMESTER** Units or **COURSE** Hours _____

Is this course a result of a workshop/conference paid for by the District or taken on District time? ____ Yes ____ No

Signature (Employee) _____ Date _____

UNIT CONVERSION

<u>Qtr. Hr.</u>	=	<u>Sem. Hr.</u>
1	=	2/3
2	=	1 1/3
3	=	2
4	=	2 2/3
5	=	3 1/3

CLASSIFIED ONLY HOURS CONVERSION

<u>Hours</u>	=	<u>Unit</u>	<u>Compensation</u>
15	=	1	-
225	=	15	2.5%
450	=	30	5%
675	=	45	7.5%
900	=	60	10%

Approved

Denied

Signature _____ Date _____
(Director of Human Resources)

Reason for Denial: _____

NOTE: Pre-approval is required for credit for salary advancement per Section 19.3.3 of the ACT/CUSD Agreement and Section 9.6.6 of the CSEA/CUSD Agreement