



Human Resources  
 201 6th Street, Coronado, CA 92118  
 619.522.8900 www.coronadousd.net

**DEGREE PROGRAM/COURSE PRE-APPROVAL FORM**

Name: \_\_\_\_\_ Site Location: \_\_\_\_\_ Date: \_\_\_\_\_

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

Degree Program/Course Name: \_\_\_\_\_ Major/Department: \_\_\_\_\_

Brief Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Relevance to Current Assignment /Preparation for Additional Credential: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Expected Date Range of Degree Program: \_\_\_\_\_ *or* Date(s) of course \_\_\_\_\_

University, College, or Coronado Adult School: \_\_\_\_\_

Total 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 \_\_\_\_\_

<u>UNIT CONVERSION</u>		
<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

<u>CLASSIFIED ONLY HOURS CONVERSION</u>			
<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: \_\_\_\_\_  
 (Director of Human Resources)

Date: \_\_\_\_\_

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**