

Request for Approval **of** **Courses for Credit on Salary Schedule**

Name _____

School _____

Subject or Grade _____

1. **Criteria**

Credits to be considered for application of any lane of the salary schedule must be germane to the teaching assignment as determined by the school district. Credits for lane changes are based on the quarter system. The formula for converting semester credits is semester credits x 1.5 = quarter credits. Include a copy of each course description.

A Master's degree plan should be on file. The plan should be signed by the Master's Degree college advisor.

2. **Final Authorization to Personnel File**

Credits will be awarded after a transcript certifying completion of a course, when a grade of B or higher, has been received in the District Office. Credit approval below indicates approval as to the course being germane.

<u>College or University</u>	<u>Name of Course</u>	<u>Course Number</u>	<u>Under-graduate or Graduate</u>	<u>Number of Quarter Credits</u>	<u>Semester or Quarter/Year</u>

In what way(s) do you feel each course is germane to your teaching assignment? If more than one course is listed, please explain each.

Director of Teaching & Learning _____

Decision _____

Date _____

SEE REVERSE SIDE FOR PROPER PROCEDURE IN PREPARING THIS FORM

Procedure for Course Approval

1. Fill out ***Request for Approval*** form, attach each course description, and submit to the Human Resources Office before taking this class.
3. District Office will determine approval of credits for applying to lane change on the salary schedule.
4. If it is approved, the original form will be kept on file in the District Office. A copy of the signed approval will be given to you.
5. This procedure must be followed **prior to** taking college courses!!