

TRAVIS UNIFIED SCHOOL DISTRICT

CSEA CHAPTER 454

REQUEST FOR REVIEW OF COURSES FOR PROFESSIONAL GROWTH

UNITS MUST BE BENEFICIAL TO THE ORGANIZATION AND/OR PROVIDE PROMOTIONAL OPPORTUNITIES TO THE EMPLOYEE.

I plan to enroll in the following course(s) and request approval:

Course Title: _____

Reason for Taking Course: _____

Date(s) of Course: _____ Name of Institution: _____

College Community College Adult School Technical School Other

Number of Units: _____ Semester _____ Quarter _____ CEU*

Human Resources Approval: _____ Date: _____

Committee's Representative Approval: _____ Date: _____

I understand fully that any course taken without prior approval of the administration or without following the established personnel time lines is subject to disapproval for growth credit.

Name: _____ Present Assignment: _____

Date: _____ Signature: _____

Submit to Human Resources: A copy will be returned to you after approval by the Committee.

*1 quarter unit = 2/3 semester unit

15 (contact) hours = 1 CEU = 1 semester unit

1 hour = .07 CEU	6 hours = .40 CEU	11 hours = .73 CEU
2 hours = .13 CEU	7 hours = .47 CEU	12 hours = .80 CEU
3 hours = .20 CEU	8 hours = .53 CEU	13 hours = .87 CEU
4 hours = .27 CEU	9 hours = .60 CEU	14 hours = .93 CEU
5 hours = .33 CEU	10 hours = .67 CEU	15 hours = 1.0 CEU