

SAN MATEO-FOSTER CITY SCHOOL DISTRICT

FORM FOR COURSE APPROVAL FOR SALARY CREDIT

NAME: _____ SCHOOL: _____ DATE: _____

Present Classification: _____ Highest Degree: _____ No. of Semester Units Beyond B.A. Degree: _____

Course approvals for salary credit are given according to the requirements of Article 5.8 of the Collective Bargaining Agreement between SMETA and the District. **Article 5.8 is printed on the reverse side of this form.** Please review it before completing this form.

PLEASE PROVIDE ALL INFORMATION REQUIRED ON THIS FORM BEFORE SUBMITTING FOR APPROVAL.

Please list below and submit, in triplicate, to your school office Screening Committee for approval prior to taking a college or university course. After approval by the Screening Committee has been given, ONE copy will be forwarded to the Human Resource Office for approval by the Human Resource Administrator the second copy is for your file, and the third copy is to be kept on file by the Screening Committee of the school. **NO** credit will be given for course work not approved on FORM FOR COURSE APPROVAL by the Screening Committee and the Human Resource Administrator.

College credits must be completed, verified, and submitted to the Human Resource Office PRIOR TO NOVEMBER 1 of the current year to be eligible for salary classification.

| Course Dates | College/University | Unit Level | | | Course No. | Course Title | Semester Units |
|--------------|--------------------|------------|---------------|----------|------------|--------------|----------------|
| | | Lower | Undergraduate | Graduate | | | |
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| | | | | | | | |
| | | | | | | | |

Reason for taking course or courses: _____

APPROVED BY:
Screening Committee: _____
Site Principal-Sign and Print Name

Human Resources Administrator

Screening Committee Member (Certificated)-Sign and Print Name

Date: _____

Screening Committee Member (Certificated)-Sign and Print Name

Date: _____

**FROM THE COLLECTIVE BARGAINING AGREEMENT
BETWEEN SMETA AND THE DISTRICT**

5.8 Salary Credit for Academic Course-Work after Initial Placement

To be eligible for salary credit for course units taken after initial placement on the salary schedule, the unit member shall submit the planned course of work to a course-work screening committee. Prior to enrollment in a course, the planned course work will be reviewed by a course-work-screening committee composed of two (2) unit members elected by the faculty, and the principal of the school. The committee will review the course requests once a month during the school year, and by unanimous vote, recommend approval of courses for salary credit to the Assistant Superintendent for Human Resources. Exceptions to prior approval may be granted on an individual basis by the Assistant Superintendent for Human Resources in consultation with the Assistant Superintendent for Educational Services.

5.8.1 The following criteria shall be used by the course-work-screening committee and the Assistant Superintendent for Human Resources to determine if the course will significantly improve the employee's potential contribution to the District:

5.8.1.1 Courses required by a college, or the California State Department of Education for a California credential

5.8.1.2 Upper division and graduate courses required by a college for a graduate degree provided the employee has been accepted as a candidate for a graduate degree and is enrolled in such a program

5.8.1.3 Upper division and graduate courses in/or related to a person's teaching field, or for preparation in an additional teaching area or field of study or field appropriate for the District

5.8.1.4 Lower division courses pertinent to District needs