

GLENDAL COMMUNITY COLLEGE DISTRICT

**REQUEST FOR APPROVAL OF COURSES
FOR ADVANCEMENT ON SALARY SCHEDULE**

Only units submitted for approval prior to enrollment or participation can be approved by the College Instruction Office. Units requested after enrollment or participation can only be approved by joint review of the District Personnel office and the College Dean of Instruction.

Name _____ Division _____

Univ. Dept.	Course Number	Title of Course Or Workshop	Sem. Units	Days & Hours	Name of University	Date From	Date To

Except as noted, the above are upper division or graduate courses. If more than eight semester units or their equivalent are to be taken during the combined Fall and Spring semesters for advancement on the salary schedule, or more than six units during either one of these semesters, administrative approval of such a request shall be based upon the criteria specified in Board Policy 4141a (Administrative Regulations, "Professional Growth"), plus a satisfactory review of the instructor's total instructional assignment, committee assignments, other contractual responsibilities, and current evaluation. There is no limit on the number of units which may be taken during the summer.

Reasons for taking this work _____

What are your college duties or instruction areas toward which this work applies? _____

Signature _____ Date _____
Applicant

NOTE: To convert quarter units to semester units, multiply quarter units by 2/3. Eight semester units may be taken when approximately evenly balanced within three consecutive university quarters.

OFFICE USE ONLY

UNITS APPROVED _____ Units Denied _____

COLLEGE ADMINISTRATOR _____ Date _____

(After course completion and verification by the College Dean of Instruction, forward this form and required grade report or transcript to the Office of Human Resources.)