

**Application for Approval of Coursework/Activities
Toward Advancement on the Salary Schedule**

Name: _____

Date: _____

Dept: _____

- Option 1** **Option 2 (See page 2 of the handbook)**

I. Check the area(s) of your educational objective(s):

- Master's or Doctoral Degree
- A credential other than teaching
- Improvement in the teaching field

II. Purpose and Benefits

The applicant must include a statement of purpose addressing the benefits of the proposed coursework to one or more of the following:

- ◆ His or her professional development
- ◆ The enhancement of the applicant's work at the college
- ◆ The students
- ◆ The applicant's department.

III. Coursework

The applicant needs to complete the list of coursework on page 2 of this form.

IV. Approval Process

The applicant must obtain his/her Department Chair's signature and submit the entire application packet to the SAC Academic Administrative Assistant (mail station #8C with SAC in the subject line). **(See page 3 of handbook for specific details.)**

V. Signature

I certify that the information provided on this application is correct (Appendix A – two pages). I will furnish Human Resources (HR) with official transcripts upon completion of the coursework.

Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____ Yes No

APPROVALS: (If approval is not given, a separate sheet with reason for disapproval must be attached.)

SAC Chair Signature: _____ Date: _____ Yes No

Academic Senate President Signature: _____ Date: _____ Yes No

Superintendent/President Signature: _____ Date: _____ Yes No

Board of Trustees President: Signature: _____ Date: _____ Yes No
(When eligible for advancement only.)

SCHEDULE of DEADLINES	
October 1st and/or March 1st	Application for Approval of Coursework/Activities Toward Advancement on the Salary Schedule due to the SAC Administrative Assistant
May 15th	If approved, Letter of Intent due to Superintendent/President
September 5th	Official transcript(s) due to HR

Coursework

Courses to be used for salary schedule advancement should be submitted for approval prior to enrollment in the course but must be submitted within **five years** of completion from an accredited institution or **two years** for courses completed at other than an accredited institution in order to be considered.

1. List of courses taken to include (attach another sheet if needed):

Institution	Course #	Course Title	Quarter Units	Semester Units	Anticipated Completion Date

2. Catalog description (Attach a photocopy or print-out)

Human Resources Use Only

Current Units: _____ Requested Units: _____ Total Units: _____
Eligible for Advancement? <input type="checkbox"/> No, _____ units needed to advance to Class _____ <input type="checkbox"/> Yes, eligible to advance from Class _____ to Class _____, effective _____
Comments:
Human Resources: _____ Date: _____