



APPLICATION FOR APPROVAL OF COLLEGE COURSEWORK

All college coursework must be preapproved by the Principal/designee and Personnel Services **prior to the first day of class.** Applicable only to courses taken through accredited four-year colleges or universities and designated as upper division or graduate level and must receive a letter grade of "C" or better to qualify. "Pass" or "Credit" grades shall not be accepted for salary credit. Coursework must be completed by September 30 to receive salary credit for that school year. Advanced degree must be conferred by September 30 to receive credit for the current school year. **Official transcripts must be received prior to December 1, by 4:00 p.m., for salary advancement.** Pay will be retroactive to the first day of paid status for that school year. The District may grant credits(s) for workshops where time allotment and course requirements are equivalent to those offered by colleges/universities. One semester unit equals 15 hours and 1 quarter unit equals 10 hours. Quarter units shall be converted to semester units by multiplying the number of quarter units by two-thirds (2/3). No salary schedule increments shall be given for courses/workshops when the Tustin Unified School District bears the expense of the units. Workshops taken during a normal workday are not eligible for salary credit.

Last Name	First Name
School Site	Grade/Subject Taught

College/University where course is to be taken:	On-Line Course <input type="checkbox"/> Yes <input type="checkbox"/> No
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Accredited by: (Accrediting agency recognized by U.S. Department of Education) *Note: Refer to course catalog or college/university to complete.*

Course #	Course Title	# of Units _____ Quarter _____ Semester
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Course Beginning Date	Course Ending Date	Workshop Date(s)	Does the course provide a letter grade? <i>Note: Must receive a letter grade of "C" or better; "Pass" or "Credit" grades shall not be accepted for salary credit.</i>	Yes	No
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Reason For Taking Course	Will you be compensated for the time spent attending the course/training?	Yes	No
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Will the Course/Workshop be taken during your normal work day?	Yes	No	Will the District/School pay the tuition or cost of the course?	Yes	No	Is this course a repetition of coursework taken previously?	Yes	No
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Please attach course description. Coursework will not be approved without a course description.	If YES, please explain:
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Applicant's Signature	Date
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SUPERVISOR'S RECOMMENDATION

Does <input type="checkbox"/>	Does Not <input type="checkbox"/>	meet the professional growth needs of the applicant and salary credit guidelines.
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Can <input type="checkbox"/>	Can Not <input type="checkbox"/>	be applied to the applicant's present or foreseeable future assignment.
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Immediate Supervisor's Signature	Date
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TO BE COMPLETED BY PERSONNEL SERVICES

APPROVED <input type="checkbox"/>	The above course has been approved.
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DENIED <input type="checkbox"/>	The above course has been denied for the following reasons(s):
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Assistant Superintendent, Personnel Services	Date
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Signature signifies that coursework is approved as acceptable as it relates to subject matter taught. Signature does not imply that the institution offering the course has been accredited. If it is determined that the institution does not have proper accreditation, course work will not be accepted to count as units toward movement on the salary scale or toward credit for advanced degree.