

CUESTA COLLEGE

REQUEST FOR APPROVAL OF COURSE WORK

The following course work to be taken at _____
(name of institution)

during the _____ semester/quarter of the _____ academic year.

List the courses for which you want approval and attach a copy of appropriate brochure or catalog section which lists the course(s):

<u>COURSE TITLE</u>	<u>COURSE NUMBER</u>	<u>UNITS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REQUESTED BY: _____

DATE: _____

APPROVED BY: _____

DATE: _____

Vice President, Academic Affairs

Course work taken for salary improvement should relate to the improvement of teaching and/or service delivery. Approval of course work must be granted prior to the beginning of the course work.

Please provide human resources with a copy of this form after it has been signed. Official transcripts must be submitted to the Human Resources office (after employee has earned enough units to move over a column) by September 1 for a column move effective for the fall semester and by February 1 to be effective for the spring semester. It is highly recommended that employees have the transcripts sent to them directly and then bring in to human resources, unopened. Please consult the bargaining agreement Appendix B-6, Section C. Please contact Human Resources at 546-3129 if you have any questions.