**APPROVAL OF COLLEGE COURSES FOR SALARY SCHEDULE PURPOSES**

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| --- | --- | --- | --- |
| **Name:** Enter Name | | | **Date:** Enter Date |
| **Building:** Choose a Building | | | **Assignment:** Enter Assignment |
| **Name of Course(s)** | **Course No.** | **Sem Hrs.\*\*** | **Term & Year** |
| Name of Course | Course No. | No. Hours | Term & Year |
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| Name of Course | Course No. | No. Hours | Term & Year |
| Name of Course | Course No. | No. Hours | Term & Year |
| Name of Course | Course No. | No. Hours | Term & Year |
| Name of Course | Course No. | No. Hours | Term & Year |

**\*\*Note—A maximum of 8 semester hours may be reimbursed and credited during the fall and spring semesters, and 9 hours in the summer.**

The above course(s) are required in a *Enter Degree* Degree in *Enter Field* to which I have been admitted at *Enter College*

The above course(s) are related to my teaching field.

Currently I am at payroll column *Select Level*

I wish to apply this course toward salary placement at level *Select Level*

(Note: B.S. + 39 placement requires enrollment in a Masters Degree program. M.S. + 45 placement requires coursework has a classroom focus.)

To qualify for salary beyond a Bachelors Degree, all coursework must be toward a Masters Degree. Coursework beyond a Masters Degree must be at the graduate level. (See contract and administrative guidelines regarding course level and accreditation requirements.)

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| Approved for salary advancement | | Approved for tuition reimbursement |
| Not approved | | Special Circumstances |
| For Office Use Only:  Term & Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tuition Receipt Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Credits Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL REIMBURSEMENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |