**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 |
| 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 |
| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |