

GUSTINE UNIFIED SCHOOL DISTRICT

CERTIFICATED APPLICATION FOR COLLEGE COURSE APPROVAL

Guidelines for professional growth: Undergraduate and postgraduate level courses in major/minor teaching or coaching areas are automatically accepted; undergraduate and postgraduate level courses outside the major/minor or teaching areas are subject to prior approval by the Superintendent. If Superintendent approval is not granted, the employee may appeal that decision to the guidelines committee. The guidelines committee shall consist of the superintendent/designee and one (1) teacher from each campus. Guidelines shall be consistent with Board Policy. Employees will submit a "Certificated Application for College Course Approval" form identifying the college course(s) to be attended at least five (5) days prior to the beginning of the course(s). Transcripts of completed coursework must be provided to Human Resources no later than August 15 of the current school year for salary placement.

Name _____ Date of Request _____

School _____ Grade Level/teaching field _____

Course for: ___ Field of Study ___ Teaching Field ___ Other

College/University _____ Location of Course _____

Title of Course _____

Course Number _____ Number of Semester Units _____

Total number of classroom hours _____ Date(s) of course _____

This is a: ___ Exten Course ___ Workshop ___ Study Tour ___ Conference

Other (Describe) _____

How will the course be of value to you? _____

To be completed by District Office

Approved: _____ Not Approved: _____

Reason:

Superintendent or Personnel Office

Date