APPLICATION FOR PRE-APPROVAL OF UNDERGRADUATE COURSE UNITS

Please submit this form along with any supporting documentation to your Dean for recommendation and routing to the appropriate Vice Chancellor for approval. Supporting documentation may include a photocopy of the current catalog description of the proposed undergraduate course. The Vice Chancellor will route a copy of the completed application to the Director of Human Resources at 33 Gough, and to the faculty member.

This form must be used when requesting pre-approval for an undergraduate course as authorized in Article 20. D of the District/AFT Contract. Faculty are encouraged to file this form well in advance of the course start date. However, a form will be considered timely if filed in the office of the appropriate Vice Chancellor on or before the last day to add a class, as defined by the granting institution. Forms submitted after the last day to add a class, as defined by the granting institution, will be deemed untimely and will be rejected on that basis. Use a separate form for each course you plan to take.

Name ___________________________ Employee I.D. No. _______________________
   (Last)   (First)   (Ml)

Department/Discipline ___________________________ Campus/Location ___________________________

Quarter/Semester in which you intend to enroll in the course:
   Fall in the Year __________   Winter in the Year __________
   Spring in the Year __________   Summer in the Year __________

Course Title _______________________________________________________________

Course Offered at ________________________________________________ at ___________________________
   (College or University)   (Location)

Class Beginning Date: ___________________________ Last Day to Add a Course: ___________________________

Explain how this course is relevant to your discipline, assignment, skills or professional responsibilities.

________________________________________________________________________

________________________________________________________________________

I declare that the course I intend to take has not been previously completed for credit or salary placement.

SIGNATURE: ___________________________ DATE: ___________________________

Upon completion of the course, submit an official transcript to Human Resources at 33 Gough Street.
(Use back of form for additional comments.)

DEAN’S REVIEW: Recommendation: o Yes    o No

SIGNATURE: ___________________________ DATE: ___________________________

VICE CHANCELLOR’S REVIEW: o Approved    o Not approved

SIGNATURE: ___________________________ DATE: ___________________________

DATE EMPLOYEE NOTIFIED: ___________________________ DATE HUMAN RESOURCES NOTIFIED: ___________________________