



REQUEST FOR APPROVAL OF ADDITIONAL COURSEWORK OR WORK EXPERIENCE

Pursuant to Appendix B-6, Section C of the CCFT Collective Bargaining Agreement, faculty seeking column advancement for undergraduate coursework, coursework at non-accredited institutions, and non-academic (work) experience will request approval from the area Dean (or director) and area Assistant Superintendent/Vice President. Requests not submitted prior to course or work experience completion may be denied.

Upon completion, request official transcript(s) or official documentation to be sent from the granting institution or employer directly to Human Resources.

Submissions received by May 31 will be effective July 1 (regular and temporary faculty) and those received by December 31 will qualify for January payroll (temporary faculty only).

Name: _____ Division: _____

Banner ID number: _____

List the courses for which you want approval and attach a copy of the course description from the institution's catalog:

I am requesting approval for the following coursework:

Institution name	Course title and number	units	Quarter or semester	Start and end date of term

I am requesting approval for the following employment experience:

Employer name: _____ job title: _____

Start date: _____ End date: _____ hours worked per week: _____

How is the coursework or work experience directly related to your current assignment?

How will the coursework or work experience benefit students, the department/division, and/or the college as a whole?

Employee signature and date: _____

Dean (or director) signature and date: _____

Assist. Superintendent/Vice President signature and date: _____