

GLENDALE COMMUNITY COLLEGE DISTRICT

**PRE-APPROVAL OF COURSE WORK
TO BE USED FOR ADVANCEMENT ON SALARY SCHEDULE**

Use this form to request prior approval of lower division courses or courses not directly related to a faculty member's assignment, for which the faculty member intends to request unit credit for advancement on the salary schedule (Article VIII, Section 10 F.2).

The appropriate Vice President must provide approval on this form and return it to the faculty member. Upon completion of the approved coursework, the faculty member must attach this form to the **"Glendale Community College District Faculty Unit Credit Request"** form and submit both forms to the Office of Faculty Development along with required grade report or transcripts.

Name _____ Division _____

| Name of University | Course Number | Title of Course Or Workshop | Sem. Units | Days/Hours | Date From | Date To |
|--------------------|---------------|-----------------------------|------------|------------|-----------|---------|
| | | | | | | |

Copy and paste the course description from the university catalog, or attach a separate sheet with this information:

What are your college duties or instruction areas toward which this work applies? Please attach additional information, as needed.

Signature _____ Date _____

Applicant

UNITS to be approved: _____

Vice President Signature: _____ Date _____

(After course completion, attach this form and required grade report or transcript to the

Glendale Community College District Faculty Unit Credit Request form

and submit both to the Office of Faculty Development.)