**Mt. San Jacinto College District**

# Certificated Application for Course Approval

**For Salary Schedule Advancement**

Name Date

Course Number & Title

Number of Units Semester or Quarter

Dates: Starting Ending

Institution Offering Course

**How does this course apply to the criteria set forth in the Employer-Employee agreement?**

*(check one and explain below)*

o Advanced degree in assigned teaching area

o Advanced degree which clearly enhances teaching or assigned area

o Units at any level that can be clearly illustrated as being a direct enhancement to teaching or assigned area *(Refer to VII C4c   
of the faculty contract for limitation)*

o Equivalent credit as described in article VII B2c of the Faculty Contract\*  
*\*What reasonable efforts have you made to obtain approval   
for units from an accredited institution? (Attach an extra sheet   
if necessary.)*

## Note:  Please attach course/program description

Have you received salary schedule advancement for this course before?

If so, please explain

Other information that applies to this particular request

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appropriate Dean (acknowledgement of course application)

***\*Check deadline dates*** [***CTA Contract***](https://www.msjc.edu/HumanResources/Documents/Unit%20Bargaining%20Agreements/UBA_Faculty_Association_CTA_NEA_Contract.pdf) ***\*Check if your school is accredited*** [***Directory of Accredited Colleges***](https://ope.ed.gov/dapip/#/home)

### For Committee Use Only

\_\_\_\_\_Approval    \_\_\_\_\_Denial Date

Comments

\_\_\_\_\_Approved         \_\_\_\_\_\_Disapproved

Superintendent or Designee

Committee Chair

White —Salary Advancement, Canary —Human Resources, Pink —Applicant

8/03 HR 406