



# WASHINGTON UNIFIED SCHOOL DISTRICT

## APPROVAL OF COLLEGE COURSE WORK FOR ADVANCEMENT ON SALARY SCHEDULE

District Policy and Administrative Regulation 4131.7 requires that all coursework taken for salary schedule credit purposes be at accredited colleges and have prior approval of the Human Resources Department. After completion of courses, official transcripts or grade cards must be filed with the Human Resources Office.

To be sure that the coursework you take is applicable towards salary schedule credit, please complete this form and submit it to the Human Resources Office **before registering for classes.**

- **College/University Credit:** Salary schedule credit is based on semester units. Quarter units will be converted to semester units. One quarter unit = 2/3 of a semester unit.
- **Continuing Education Units:** District may approve Continuing Education Units (CEU). Conversion of CEU units is the same as the conversion of quarter units. One CEU = 2/3 of a semester unit.
- **District Inservice Workshops:** Salary credit for District Inservice Workshops is automatically approved. This form is not required. Credit will be given upon completion of the workshop and receipt of District Inservice Grade Card (or written notice from the presenter).
- **District-paid Workshops/Course Work/Stipends:** Credit for workshops, institutes, etc., supported through District or categorical money may **NOT** be used for advancement on the salary schedule. Personnel desiring credit to advance on the salary schedule must pay all costs and will receive no stipend for attendance.

Per the above provisions, please indicate the courses you plan to take, **and forward this form along with the course descriptions** to the Human Resources Analyst at [ssargent@wusd.k12.ca.us](mailto:ssargent@wusd.k12.ca.us).

**Session:** Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_  
Year Year Year Year

**HR USE ONLY**

College or University	Course Code	Title of Course	Sem Units	Qtr Units	CEU Units	Approved	Not Approved

\* ***Coursework descriptions must accompany the completed form.***

Name \_\_\_\_\_

School \_\_\_\_\_

Grade/Subject \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Assistant Superintendent, Human Resources

Date \_\_\_\_\_