

*Wheatland School District*  
**REQUEST FOR APPROVAL OF PROPOSED  
COLLEGE/UNIVERSITY COURSEWORK**

Date: \_\_\_\_\_

TO: Superintendent – Wheatland School District

In accordance with the Certificated Employee Contract, I hereby request that the following courses, which I propose to complete and verify before September 30, 20\_\_\_\_, be approved:

*Institution*

*\*How Taken*

*Course No.*

*\*\*Semester Units*

*Description:*

*\*Enter abbreviations as follows: Regular Session, R.S.; Summer Session, S.S.; Extension Course, Ext.; Correspondence, Cor.; On-Line, O.L.*

*\*\* Quarter Hours x .67 equals semester hours, 18 hours of lecture work = 1 semester unit.*

Yours very truly,

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
School

The above courses are:

Approved

Not Approved

Suggestions:

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For office use:***

Verification of above Coursework completed:

Date: \_\_\_\_\_ Units Earned: \_\_\_\_\_ Transcript Received: \_\_\_\_\_

**Guidelines for College/University Credit\***  
(up to 75 units)

For advancement on the salary schedule, “units” for college or university credits may be earned if the following steps are applied:

- The written request for credit must be submitted to the Superintendent or Designee at least five (5) working days prior to the first class session.
- The activity must have written approval prior to the beginning of the first session.
- The employee must submit, within the request for credit, a statement about how or why this relates to his/her current assignment.
- The employee must submit a course description or outline with the request.
- The activity must relate to the teacher’s responsibilities at the present time and current assignment (or placement).
- The activity must relate directly to the course of study for the participant’s grade level or content area. (Example—fifth grade teacher would get credit for staff development in U.S. History but a first grade teacher would not.)
- The activity must have occurred outside the contractual workday.
- If the district paid any portion of the cost of attendance or if the employee has the option of being paid to attend, no credit is available.
- The units must be upper division units. (A written request for approval of lower division units may be considered in specialized cases, i.e. foreign language.)
- The deadline for submitting documentation of units, for placement on the salary schedule is September 30<sup>th</sup> of each school year.

\* These requirements are in conjunction with related articles in the Certificated Employee Contract.