

**COLUMBIA UNION SCHOOL DISTRICT**  
22540 Parrotts Ferry Road, Columbia, CA 95310

**COURSE APPROVAL REQUEST FOR UPPER/LOWER DIVISION COURSES**

**Please submit two (2) weeks prior to registration in the course.**

ONLY ACCREDITED courses shall be used for additional pay for units. The District Superintendent may approve all upper and lower division and graduate courses related to education.

Please fill out, print and send original to District Office for approval.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPOSED COLLEGE OR UNIVERSITY: \_\_\_\_\_

DATES OF ATTENDANCE: \_\_\_\_\_  
(Fall, Winter, Spring, Summer)

ARE ANY OF THE FOLLOWING REPEAT COURSES?  YES (If so, please justify below)

NO

CHECK ONE:  QUARTER UNITS  SEMESTER UNITS

DESCRIPTION: (Course #, name, exact catalogue description and semester or quarter units per course):

JUSTIFICATION: (Please describe how each course will improve your effectiveness)

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Superintendent's Signature)

**FOR DISTRICT OFFICE USE ONLY:**

DATE OFFICIAL TRANSCRIPTS RECEIVED: \_\_\_\_\_

NUMBER OF UNITS EARNED: \_\_\_\_\_  QUARTER UNITS  SEMESTER UNITS

PAYROLL NOTIFIED  PERSONNEL FILE UPDATED

## **Article 18**

### **Salaries**

#### **18.2 Units**

**18.2.1** Unit members shall be paid for additional units when transcripts, grade cards, and / or degrees have been examined and approved by the District with prior approval by the Superintendent. Unit members requesting pay for additional semester units must:

- Submit all relevant degrees, grade cards, or transcripts to the Superintendent no later than August 30th.
- Any relevant degrees, grade cards, or transcripts submitted after August 30th will be considered for additional pay the following contracted school year.

**18.2.2** Pay for additional units shall commence on the first contracted day of the school year, upon the proper and timely notification as described hereinabove by the requesting unit member.

**18.2.3** It is completely understood and agreed that all semester units and degrees obtained by the unit member shall only be approved by the District when they have been achieved at a college or university.

**18.2.4** If transcripts, grade cards, or lack of degree indicate that the requesting unit member has failed to achieve the units or degree, the unit member shall immediately restore to the District any and all overpayments made to said unit member .