



APPLICATION FOR SALARY CLASS ADVANCEMENT

NAME:

DATE:

SIGNATURE:

PRESENT SALARY CLASS:

SALARY CLASS APPLIED FOR:

Follow the instructions for applying for "Salary Class Advancement All necessary paperwork must be filed with Human Resources before the Academic Policies Committee will consider your Application.

I. I submit the following courses for justification of a Salary Class Advancement

Table with 10 columns: NAME OF COLLEGE/UNIVERSITY, YEAR (include Semester/Quarter), COURSE #, COURSE TITLE, # OF SEMESTER UNITS (if quarter units, convert to semester units.), COURSE LEVEL (undergraduate: lower, upper, or graduate), CATEGORY TO WHICH THE UNITS APPLY (See Instructions for Applying for SCT, Reference items A-H in the IA.SBCCD /Contract under section 2.17.2), IS THIS CLASS A DUPLICATION OF ANY COURSE PREVIOUSLY COMPLETED?, PRE-APPROVED CLASS, Progress (P) / Completed (C)

*Please add additional cells if needed

ACTION BY ACADEMIC POLICIES:
Total Prior Units: _____ Chair's Signature: _____
Units Carried Forward: _____ Date Applicant was Notified: _____
Units Approved by AP Committee: _____ Applicant was Notified by: _____
Total Units Approved: _____ (Please write out your first and last name)

AP COMMITTEE RECOMMENDATIONS: