

Application for Column Advancement

16.4.2 Column Advancement By completion of college-level credit courses (including those offered as extension courses) from an accredited institution The choice of college-level credit courses to be used for column advancement must be appropriate to the assignment at the District and shall be approved in advance by the District.

First Name	Last Name
Discipline	Division

Institution	Course #	Course Name	Undergraduate /Graduate	Qtr./Semester	# of Units

To be completed by Faculty Member. Please provide information explaining how the college level credit courses are appropriate to the assignment at the District. Upon completion of coursework, forward official transcripts to the Office of Human Resources.

******REQUIRED – Course descriptions from college catalog must be attached.******

Applicant Signature	Date		
Vice President Signature	<table border="0"> <tr> <td style="text-align: center;">Approved</td> <td style="text-align: center;">Declined</td> </tr> </table> Date	Approved	Declined
Approved	Declined		

****Human Resources Only****

Current Column & Step	New Column & Step
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