

BEVERLY HILLS UNIFIED SCHOOL DISTRICT
PRIOR APPROVAL REQUEST
FOR UNIVERSITY OR COLLEGE CLASSES FOR SALARY CREDIT

It is requested that the courses listed below be approved for salary purposes as provided in Board Policy 4131. During the regular school year, university units or equivalent units for salary may not exceed a total of thirty (30) quarter or twenty (20) semester units. There is no limit on units for salary credit for summer sessions.

Prior Approval Requests are to be submitted before registering for these courses.

COURSE NO.	NAME OF COURSE	DEPT.	SEMESTER UNITS*	QUARTER UNITS*	BEGINNING DATE	UNIVERSITY OR COLLEGE

* 3 QUARTER UNITS = 2 SEMESTER UNITS

Please note: Unit members who qualify for a salary group change must submit to the Human Resources Dept. all credit slips and official transcripts. Upon submission and approval of the documentation by the Human Resources Dept., the salary group change will be effective on the first day of the month following the thirtieth calendar day after receipt of the documentation.

Submitted by:

Approved by:

Teacher (print name)

Signature: Principal

Date

Signature: Teacher

Date

Signature: Director of Human Resources

Date

Distribution: Original – Human Resources

Copies – Principal, Employee

11/14