



Course Pre-Approval Form

| | |
|-----------------------------------|--|
| Name of Course: | |
| Course Number: | |
| How Many Quarter Credits*: | |
| Date Course is Offered: | |
| Where Course is Offered: | |
| College Granting Credit: | |
| Name of Course: | |
| Course Number: | |
| How Many Quarter Credits*: | |
| Date Course is Offered: | |
| Where Course is Offered: | |
| College Granting Credit: | |
| Name of Course: | |
| Course Number: | |
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| Date Course is Offered: | |
| Where Course is Offered: | |
| College Granting Credit: | |

| FOR HUMAN RESOURCES OFFICE USE ONLY | |
|--|--|
| Teacher Name (Please Print) | *Approval Granted <input type="checkbox"/> |
| Current Building and Teaching Assignment | Approval Denied <input type="checkbox"/> |
| Teacher Signature | Executive Director of Human Resources |
| Date | Date |

***Confirmation that the course is graduate level cannot be determined at time of approval. Please contact the college Registrar's office for course level confirmation.**

*To convert semester credits to quarter credits, multiply by 1.5
 (e.g. 2 semester credits = 3 quarter credits; 3 semester credits = 4.5 quarter credits, etc.)*

Copy: Employee Personnel File