

## REQUEST FOR COURSE APPROVAL

Name:

Name of Class:

Course #:

Title of Course:

Dates Inclusive:

University/College:

Credits:

Description of Course (please attach if available):

I am requesting that the above class be approved for advancement on the salary schedule.

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Signature/Date

The above class:

has been approved.

has not been approved.

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Signature of Director/Date

*Please be sure to get in the appropriate documentation for the class (i.e. transcript or grade sheet). Documentation must be received in the GST office before the credits earned may be applied to the salary schedule.*