

Salary Advancement Educational Technology Course Request

Name: _____ Division: _____ Department: _____ Date: _____

Please list the EDT classes you wish to take for salary advancement:

Class	Title	Units	Term

Total number of units proposed: _____

Faculty Signature: _____

Dean of Academic Affairs: _____

Please Note: The maximum number of EDT units for column advancement is **10 units per academic year**. The Office of Human Resources must receive official transcripts verifying units granted for completion of these classes before column advancement will be applied.

Routing: Faculty member initiates and signs the form and forwards to the Dean of Academic Affairs for approval. A signed copy should be provided to Human Resources.