

**Tri-City CUSD #1**  
**Application for Course (Credit) Approval**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teaching Assignment: \_\_\_\_\_ Building: \_\_\_\_\_

**SECTION A: COMPLETE THIS SECTION FOR COURSE/DEGREE APPROVAL**

**INDIVIDUAL COURSE APPROVAL:**

Course Title: \_\_\_\_\_ Course #: \_\_\_\_\_

University: \_\_\_\_\_ Semester Hours: \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

This course is:

- In my teaching field
- In my approved degree program

Objective of taking the course: \_\_\_\_\_

**DEGREE APPROVAL:**

Degree Program Title: \_\_\_\_\_

**Section B: COMPLETE THIS SECTION FOR REIMBURSEMENT AND SALARY ADVANCEMENT**

I am requesting tuition reimbursement for this course?      Yes      No (circle)

Is this course for advancement on the salary schedule?      Yes      No (circle)

All grades must be received by the District Office in order to receive proper credit by supplying an official transcript.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPROVAL SECTION: PLEASE CHECK ONE:**

- Degree Approval
- Course Approval
- Denied

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

\_\_\_\_ # Hours Reimbursed

\_\_\_\_ \$ Paid

\_\_\_\_ Date Paid