

**Course Number:** \_\_\_\_\_  
(One course approval form per course)

Employee EIN: \_\_\_\_\_

### FULLERTON JOINT UNION HIGH SCHOOL DISTRICT COURSE APPROVAL FORM

**(Prior approval is required, per union contract, for all column movement.)**

Name of Employee: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Position: \_\_\_\_\_ Employee's Site: \_\_\_\_\_ Phone Ext: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Semester / Quarter Course begins: \_\_\_\_\_ & ends \_\_\_\_\_

College/University offering course: \_\_\_\_\_

This is a (Circle) District-paid or Employee-paid course.

Column movement credit earned for this course previously? Yes No

Reason/s for taking this course: \_\_\_\_\_

Tape College/Univ Course Description Here

**Note: As McPherson & Ottawa Colleges are not yet WASC accredited (Per CCTC), units from these colleges are not acceptable for column movement.**

**Continuing Education Units (CEU's) are also not acceptable for column movement.**

**Credit for column movement is normally based upon upper division or post-graduate units. Quarter units are calculated at the following rate: (quarter x 2 ÷ 3 = semester).**

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**APPROVAL:**  The above course has been approved.

**DENIAL:**  The above course has been denied because:

\_\_\_\_\_

Administrator,  
Human Resources: \_\_\_\_\_

Complete in Duplicate: Forward ORIGINAL & CANARY COPIES to Human Resources. Signed Canary copy will be returned to employee.

**NOTE: During Summer, please place your mailing address in the box below OR attach a self-addressed envelope.**

Print legibly: address, city, zip code