

**NORTHEAST COLORADO BOCES
COLLEGE HOURS FOR SALARY ADVANCEMENT APPLICATION**

File: GCA-E-1

Name: _____ Date: _____ Position: _____

1. Course Work Proposed: (To be completed when you have definite class(es) in mind)

<u>Course #</u>	<u>Course Title</u>	<u>College/Univ.</u>	<u>Sem. Hr(s).</u>	<u>Attendance Dates</u>
_____	_____	_____	_____	_____ - _____
_____	_____	_____	_____	_____ - _____
_____	_____	_____	_____	_____ - _____

2. Are proposed hours related to your job responsibilities? Yes ____ No ____

3. Are proposed hours in an area that you are currently endorsed? Yes ____ No ____

4. How will the class(es) benefit Northeast Colorado BOCES and improve your skills? _____

5. Are proposed hours in an approved graduate program for an advanced degree? Yes ____ No ____

6. Are proposed hours for additional endorsement? Yes ____ No ____ 7. Are proposed hours Graduate *or* Undergraduate

If undergraduate, specify content and how it applies _____

8. Will classes be ____ on campus *or* ____ off campus? 9. Is this class paid for by grant or scholarship? Yes ____ No ____

**ALL ABOVE INFORMATION MUST BE PROVIDED AND A COPY OF COLLEGE COURSE DESCRIPTION/INFORMATION BE
ATTACHED BEFORE APPLICATION WILL BE PROCESSED.**

Applicant's Signature _____

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The proposed course work is: APPROVED NOT APPROVED Reason: _____

Approved on the following condition: _____

Date: _____ Director's Signature: _____

(Adopted April 25, 2016)