

CASPER COLLEGE  
FACULTY REQUEST FOR EDUCATIONAL PRE-APPROVAL  
Submit to Vice President for Academic Affairs

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

Department: \_\_\_\_\_

*I hereby request pre-approval of the following credit class(es) or workshop(s)  
for salary advancement on the pay schedule.*

Credit Course # & Title of Class: \_\_\_\_\_ Dates: \_\_\_\_\_

Institution: \_\_\_\_\_ Graduate Level: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Credit Course # & Title of Class: \_\_\_\_\_ Dates: \_\_\_\_\_

Institution: \_\_\_\_\_ Graduate Level: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Workshop/Seminar: \_\_\_\_\_ Dates: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ Hours: \_\_\_\_\_

Workshop/Seminar: \_\_\_\_\_ Dates: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ Hours: \_\_\_\_\_

*I understand that in order to be eligible for educational salary advancement, the following conditions must be met. (See **Employee Compensation Policy & Procedures 1400:12:01**)*

1. *The class/workshop must be job related as agreed to by my chain of command up through my Vice-President.*
2. *Approval prior to enrollment in the class or registration for the workshop is required.*
3. *In order to qualify for horizontal movement all attendance at classes, conferences, workshops, seminars or in-service training sessions must be documented. Grades or an unofficial transcript or grade report is required as documentation for all college coursework. Attainment of an advanced degree must be documented by an official transcript.. All supporting documentation must be sent to Academic Affairs.*
4. *Verification of satisfactory completion by certificate or transcript must be submitted on or before **June 15** of the current year for movement on July 1 of the new fiscal year. Without exception, if appropriate documentation is not completed in that time-frame, employees will have to wait one full year before movement will take place.*
5. *The Casper College Board of Trustees approves funding that provides for educational salary advancement.*

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Faculty Member)

Approvals: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department Head/Program Director)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Dean)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Vice President for Academic Affairs)