



**Equivalent Graduate Credit
Preliminary Information and Advance Approval**

PROFESSIONAL OR INSTITUTE COURSES

For detailed information regarding Equivalent Graduate Credit, see Article XII, Professional Compensation H.3 of the Master Agreement. Advance approval not required where only fractional credit could be granted. Submit 1 copy of this request to Human Resources for distribution to the PRC.

Applicant _____ **Date** _____

Department _____

Name and Date of Activity/Institute/Seminar/Workshop _____

1. Describe the professional or institute course you are going to attend (attach copy of brochure).

2. Describe how this experience is relevant to your teaching responsibilities.

3. Is there graduate credit available for this activity through the university or institute that is offering the program? Yes ___ No ___

4. *For Department Chair:* I have reviewed the application and recommend ___ / do not recommend ___ that equivalent graduate credit is appropriate.

Department Chair _____

Comments:

Dean _____

Committee Use Only

Date Preliminary application Received _____

Preliminary Application ___ Approved ___ Denied

PRC Chairperson _____ Date _____