

**APPENDIX O1**  
**PGA RECORDING FORM: CREDIT COURSEWORK**  
**(Appendices A, B, B.1, C, C.1, E, G and Article 38.4.1)**  
 Foothill-De Anza Community College District

**Use this form to file CREDIT COURSE WORK at an accredited college or university.**

**Faculty Member's Name:** \_\_\_\_\_ **CWID#:** \_\_\_\_\_

**Academic Year: 20** \_\_\_\_ **- 20** \_\_\_\_ . Use a separate form for each academic year.

**Please note:**

- Upper division and graduate coursework *does not require* Division Dean approval.
- Lower division course work *requires* Division Dean approval. Prior approval advised.
- Each course must be documented with an *official transcript*. No photocopies or grade reports.

- Regular and contract faculty must file this form with the Campus Personnel Office by**
  - **June 1** for Step Advancement (see Appendix A, B, C.1) or for PAA (see Article 38). For coursework in progress, documentation verifying enrollment must be filed by June 1, but transcripts verifying completion can be filed as late as July 1. For continued Step Advancement, nine (9) quarter units of Professional Growth activity is required by the end of the fourth year of every four-year cycle. Annual filing is recommended.
  - **September 15** for Column Change (see Appendix A or B). To apply for a column change, file the official request form (available at the Campus Personnel Office) by June 30. Submit the completed Appendix O form(s) with appropriate documentation by September 15.
- Part-time faculty filing for Column Change (see Appendices B.1, C, E, G) must** 1) file this form with the appropriate administrator at least **one month prior** to the beginning of an academic quarter; and, 2) submit documentation to the Campus Personnel Office **prior to the start of the quarter.**

<u>College/University and Title of Course</u> (attach transcripts in the order of your list)	<u>Course</u> <u>Dates</u>	<u>Units</u>		<u>Transcript</u> <u>Attached</u>
		<u>Qtr.</u>	<u>Sem.</u>	

Total Units: \_\_\_\_

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Number of units recorded \_\_\_\_\_ Recorded by \_\_\_\_\_ Date \_\_\_\_\_

A copy of this form is available online at <http://hr.fhda.edu/personnel/faculty> OR <http://fa.fhda.edu/agreement.html>  
 Revised 2017