

APPENDIX O1
RECORDING FORM for Column Advancement: CREDIT COURSEWORK
(Appendices A, B, B.1, C, C.1, E, G)
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 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>
		Qtr.	Sem.	

Total Units: ____

Faculty Member's Signature _____ Date _____

Dean's Signature _____ Date _____

Number of units recorded _____ Recorded by _____ Date _____

FOR OFFICIAL USE ONLY

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

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