

# Graduate Work Approval for Column Advancement

## CUEA Contract Article 14

Graduate Work Approval Forms are not required for any of the following Universities:

- All University of California Schools
- All Cal State Universities
- Brandman University
- Chapman University
- Claremont Graduate University
- Concordia University
- Loyola Marymount
- National University
- Pepperdine University
- University, Southern California
- Vanguard University
- ASCA (For Counselors Only)

### **Exceptions:**

The following situations ***MUST*** be pre-approved using a Graduate Work Approval form

- All courses taken through an **Extension**
- All courses offered through **Professional Development Enhancement**

### **Graduate Work Approval Form:**

The Graduate Work Approval Form can be found on MyCUSD under the forms section (The Graduate Work Approval Form must be submitted to Professional Development at least 20 days prior to the start of the course.)



- Original transcripts will be accepted in HRS at any time.
- Units will be reviewed and entered into MyCUSD within two weeks of being received in HRS (Except during summer months).
- Column Advancement deadlines occur three times per year, per the CUEA contract:
  - The last working day of October
    - When units are completed prior to the last working day of September, but submitted prior to the last working day of October, payroll will retro-pay back to the first working day of the school year.
  - The last working day of January
    - When units are completed and submitted via original transcript to HRS prior to the last working day of January, column advancement will be effective February 1st.
  - The last working day of April
    - When units are completed and submitted via original transcript to HRS prior to the last working day of April, column advancement will be effective May 1<sup>st</sup>.