

UNIT PETITION FORM

(RETURN TO HUMAN RESOURCES)

Petitioner is responsible and must complete this form fully and accurately in order to assure salary advancement which results from College/University units for the coming school year.

Name _____ Social Security # _____

School _____ Date _____

COURSE #	TITLE	*SEM. UNITS	UNIVERSITY	DATE COURSE COMPLETED

Signature

..... TO BE COMPLETED BY HUMAN RESOURCES

Official Transcripts from the units petitioned must be received no later than October 1 in order to apply towards current year's placement and salary will be adjusted to the beginning of the school term. Official transcripts received after October 1 will be recognized for column placement the following year.

Current Placement on Salary Schedule:
Class _____ Step _____

These units will result in salary increase:
Yes _____ No _____

New Class _____ Step _____

Effective _____ school year

Total Sem. Units Petitioning _____

Current Sem. Units Beyond B.A. _____

Total Sem. Units Added Together _____

Director of Human Resources Date

D-233

Revised 11/11

*UNIT CONVERSIONS

QUARTER UNITS = SEMESTER UNITS

6	=	4
5	=	3 1/3
4	=	2 2/3
3 1/2	=	2 1/3
3	=	2
2	=	1 1/3
1 1/2	=	1
1	=	2/3

Quarter units must be converted into semester units for purposes of salary computation.