

**Eugene School District 4J
Human Resources Department**

**COURSEWORK APPROVAL FORM
MASTERS+90 COLUMN**

Name: _____ School: _____ Date: _____

Home Address: _____ Phone: (H) _____ (W) _____
Street City State Zip

To be eligible for inclusion on the Masters+90 column, all courses taken past the Bachelors+90 w/Masters or Masters+45 column must be courses for which graduate school credit is granted unless a comprehensive plan is submitted and approved as described in Article 4.5.3 of the Collective Bargaining Agreement.

This form is to be submitted to the Human Resources Department for approval of coursework taken beyond the B+90/MA or M+45 column (to be used for placement on the M+90 column).

Date of Course	# of Credits	Course Number	Course Title	College or University	HR Administrator's Signature	Date Approved	Date Denied

The deadlines for filing written notice (application), official transcripts, Coursework Approval Forms, or other forms necessary to verify advancement to a higher pay column are:

- Application by **September 7**; transcripts, Coursework Approval Forms, etc. by **October 1**.
- Application by **December 1**; transcripts, Coursework Approval Forms, etc. by **the first Friday teacher work day in January**.