



*Application for Point Credit Study in the
Los Angeles Community College District*

Send this application with attached verifications to:
Los Angeles Community College District
770 Wilshire Boulevard, HR-SES Unit
Los Angeles, CA 90017

FOR OFFICE USE ONLY	
_____ Salary Point Credit Allowed	
_____ Total Points to Date	
Effective Date _____	
Approved _____ Denied _____	
By _____	
Date _____	
Email <input type="checkbox"/>	Home Address <input type="checkbox"/>
Copy Sent _____	

Print Name _____
Last First Middle
 Employee No. _____

Address/P.O. Box _____
 Telephone No. _____

_____ City State Zip Code

College assigned _____ Subject area assigned _____

This form must be approved and signed by College President before submission to Human Resources. At the completion of the study, the approved form and official transcripts should be mailed to Human Resources.

- See Personnel Guide B351 at http://www.laccd.edu/personnel_guides/numerical_index.htm
- See Board Rules 10604 and 10605 at http://www.laccd.edu/board_rules/documents/Chapter%20X/Ch.%20X%20-%20Article%20VI.doc

I hereby request that approval be granted for enrollment in courses in the Los Angeles Community College District according to the AFT College Faculty Guild contract provisions in Article XXXI, B—Column Placement. I certify that I am not requesting point credit for study to be undertaken during regular hours of assignment.

College	Course Title	School Year & Semester	Semester Units
Subtotal			

In my opinion, the above study is of such nature as to provide appropriate development of the employee.

Signature of College President Date

I certify that the above work has been satisfactorily completed and official transcripts are attached to this application.

Signature of Employee Date

Email Address