



# Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

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## Request For Approval of Coursework For Salary Schedule Credit

**Instructions:**

Complete information below and obtain approval of appropriate program director or administrator prior to taking coursework for salary schedule credit. Submit completed form to the Human Resources department. After courses are completed, submit official verification (transcripts or other official documents) to the Human Resources department.

Approval must be given, units earned, and verification of completion submitted to Human Resources prior to September 1<sup>st</sup> in order for salary schedule advancement to occur for the new academic year. (*Agreement Article V-2.*)

Name			
Position			
Signature		Date	

COURSE TITLE & NUMBER	COMPLETION DATE	COLLEGE/UNIVERSITY	UNITS (Sem/Qtr)

**APPROVED:**

Program Manager/Administrator		Date	
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# CONVERSION CHART

QUARTER HOURS		SEMESTER HOURS
	1.....	$2/3$
	2.....	$1\ 1/3$
	3.....	2
	4.....	$2\ 2/3$
	5.....	$3\ 1/3$
	6.....	4
	7.....	$4\ 2/3$
	8.....	$5\ 1/3$
	9.....	6
	10.....	$6\ 2/3$
	11.....	$7\ 1/3$
	12.....	8
	13.....	$8\ 2/3$
	14.....	$9\ 1/3$
	15.....	10
	16.....	$10\ 2/3$
	17.....	$11\ 1/3$
	18.....	12
	19.....	$12\ 2/3$
	20.....	$13\ 1/3$
	21.....	14
	22.....	$14\ 2/3$
	23.....	$15\ 1/3$
	24.....	16
	25.....	$16\ 2/3$
	26.....	$17\ 1/3$
	27.....	18
	28.....	$18\ 2/3$
	29.....	$19\ 1/3$
	30.....	20
	31.....	$20\ 2/3$
	32.....	$21\ 1/3$
	33.....	22
	34.....	$22\ 2/3$
	35.....	$23\ 1/3$
	36.....	24
	37.....	$24\ 2/3$
	38.....	$25\ 1/3$
	39.....	26
	40.....	$26\ 2/3$
	41.....	$27\ 1/3$
	42.....	28
	43.....	$28\ 2/3$
	44.....	$29\ 1/3$
	45.....	30