



LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES
Salary Allocation Unit

APPLICATION FOR POINT CREDIT
APPROVAL OR DEGREE DIFFERENTIAL
FROM AN ACCREDITED INSTITUTE OF
HIGHER LEARNING

Employee # _____ Last Name _____ First _____ Middle _____

Home Address _____ City _____ Zip Code _____ (____) _____
Telephone Number _____

School or Administrative Unit _____ YRS Calendar & Track _____ Grade or Subjects Taught _____

Important: Read the reverse side of this form for information and instructions. Use blue or black ink only.

PRE-APPROVAL INSTRUCTIONS (Required by LAUSD/UTLA Agreement, Article XV, Section 7.0)

1. Complete the following:

STUDY POINTS TO BE COMPLETED IN ACCREDITED INSTITUTIONS

College or University	Course Title and Number	Term Dates		Qtr. Units	Sem. Units
		Mo./Day/Yr.	Mo./Day/Yr.		
Total:					

In my opinion the above study is directly related to the field in which the employee is serving or will serve next year and is of such nature as to provide a substantial increase in the employee's skill, knowledge or understanding of the basic aspects of his/her work. It does not include preparation programs for fields of endeavor other than education.

(Required Signature) Head of School or Administrative Unit _____ Date _____

2. APPLICATION FOR MULTICULTURE CREDIT

General ☐ Check if salary point claim includes course(s) that are approved for
multicultural credit. See Item 7 on reverse side.
Specific ☐

3. APPLICATION FOR DEGREE DIFFERENTIAL - Record advanced degree information below:

Name of Degree _____ Date conferred _____

College or University _____

4. APPLICATION FOR POINT CREDIT

I certify that all the work submitted on this form has been satisfactorily completed and official transcripts are attached to this application. According to the provisions of Article XV, Section 5.0, I certify that I am not requesting point credit for preparation or study which was undertaken during regular hours of assignment, nor undertaken while in paid status or for which I have received tuition or compensation from the District. See Item 6 on reverse side.

Signature of Employee _____ Date _____

POLICY AND PROCEDURE REGARDING POINT CREDIT

1. **Definition.** For purpose of allocation to and advancement on the Preparation Salary Table, a salary point shall be (a) a semester unit as defined by the University of California (UC) or (b) a unit of measurement established by the District and deemed the equivalent of the University of California (UC) standard. Quarter units awarded by some institutions of higher education in place of semester units shall be computed as the equivalent of two-thirds of a semester unit. Continuing Education Units (CEU) offered by the Extension Divisions and schools of Continuing Education of some institutions of higher learning will be computed at the rate of two CEU's for one quarter unit or three CEU's for one semester unit. Other non-preparation type courses and workshops may be considered for credit on the basis of thirty class hours for one salary point. (LAUSD/UTLA Agreement, Article XV, Section 3.0).
2. **Study in Institutions of Higher Learning.** An accredited institution of higher learning is a college or university accredited by a regional accrediting commission and listed in the current edition of Accredited Institutions of Higher Learning published by the American Council on Education. Salary point credit shall be allowed as provided in Section 3.0 of Article XV for lower division, upper division, and graduate study in an Accredited Institution of Higher Learning, provided: (a) it is directly related to a field in which the employee is currently serving, or is planning to serve, and is of such nature as to provide a substantial increase in the employee's skills, knowledge, and understanding of his/her assignment or planned assignment and the employee's immediate administrator certifies prior to enrollment that the course meets these standards, or (b) on the basis of comparable criteria, it is to be used for advancement by Children's Center Teachers or Development Center Permit Teachers on the Children's Center or Development Center Salary Table, as appropriate. Salary point credit shall be allowed as provided in Article XV, Section 7.0.
3. **Effective Date.** The effective date of the schedule advancement will be the beginning of the employee's first pay period which begins after (1) the required points were completed provided verification is received within four calendar months, (2) the filing date of the point application, or (3) the ending date of the required period on a schedule, if applicable, whichever is later. (Article XIV, Sections 20.0 - 20.4)
4. **Accreditation.** The District does not accredit schools or instructors for point earning purposes. Employees are requested to disregard all statements issued by individuals, schools, conferences, camps, tours, etc. which claim the opportunities they offer are accredited for salary purposes by the District. Inquire with the Salary Allocation Unit before investing time and money. Coursework submitted on this form must have been completed at a regionally accredited institution of higher education.
5. **Protest Period.** A protest of any salary point allowance must be filed with the Salary Allocation Unit in writing not later than three calendar months from the date on the point receipt. Failure to file such a protest will constitute acceptance of the salary point allowance.
6. **Article XV, Section 5.0.** No Credit During Paid Time: Point credit shall not be granted for any projects, study, or travel undertaken during paid time, with the exception of study during paid holidays, vacation (including year-round off-track time) or sabbaticals. Employees shall not be granted salary point credit for any study undertaken while on paid time or for which they have received tuition or other reimbursement from the District. As an exception, point credit may be granted if the tuition or other reimbursement is paid by a grant or other special funds, e.g., Governor's Institute, Literacy Grant Pilot program, provided the employee is not on paid time.
7. **Multicultural Courses.** To qualify for a schedule advancement or a career increment on the Preparation Salary Table, the employee must have completed a minimum of two semester units or equivalent of study authorized to meet the requirements, Sections 44560 through 44562 of the Education Code. Multicultural courses will not be required for schedule advancements after the completion of four semester units or the equivalent, which includes 2 units of a broad general course on minority groups and 2 units of an in-depth course dealing with a minority group represented in the student enrollment of the school to which the employee was assigned at the time the study was completed. (Article XIV, Sections 22.0 and 23.0)

SUBMIT THIS FORM WITH OFFICIAL
TRANSCRIPTS ATTACHED TO:

**LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES
SALARY ALLOCATION – ROOM P-322
P.O. BOX 3307
LOS ANGELES, CALIFORNIA 90051**