



Yuba Community College District
Professional Growth Program--Academic

NOTICE OF COMPLETION

“NOTICE OF COMPLETION” OF COURSE OR “ALTERNATIVE” WORK completed to apply as Growth Increment on Salary Schedule. (See Faculty Handbook Section 6.18)

Applicant’s Name \_\_\_\_\_ College/Campus: \_\_\_\_\_

College, Agency, or Leader offering course/activity: \_\_\_\_\_

Semester Units \_\_\_\_\_ or Points \_\_\_\_\_

Course or Activity \_\_\_\_\_
Department Number Course Title

Date Completed: \_\_\_\_\_ Grade Earned, if course: \_\_\_\_\_

Course/Activity was approved on “NOTICE OF INTENT” dated: \_\_\_\_\_

REQUIRED DATA:

- 1. Is there any variation in course/activity completed from that listed on approved “Notice of Intent”? Yes No
If yes, give complete explanation.
2. Use page 2 of this document for EVALUATION (Required).
3. I understand that the course or activity must have been approved on a “Notice of Intent” dated prior to May 1; only a grade of C or better (including CR) in a course will be recognized; and that (a) this “Notice of Completion” must be filed by September 15, and (b) official transcripts verifying the course completion, units, and grade earned (or level of accomplishment) must be filed in the Certificated Personnel Office on or before December 1 if the units are to be counted toward advancement on the Salary Schedule for the current academic year. If a non-credit activity, verifying document of completion must be attached to this sheet.

Leader’s Signature (if Alternate Activity) \_\_\_\_\_ Date \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervising Dean \_\_\_\_\_ Date \_\_\_\_\_

Verified by Official Transcripts or Document: \_\_\_\_\_ Personnel Analyst Date
Not Verified (Return to Employee)
Approved by Committee (if required) \_\_\_\_\_ Committee Chair Date
Not Approved (Return to Employee)
Approved and Forwarded to Personnel Office \_\_\_\_\_ Director, Personnel/HR Date

EVALUATION: