

West Valley-Mission Community College District

GROWTH INCENTIVE APPLICATION

(RETURN TO HUMAN RESOURCES NO LATER THAN 10 DAYS PRIOR TO THE START OF THE CLASS)

*Credit will not be given for courses for which the District pays employee's expenses.
Employees must complete the classes on their own time.*

Name: _____ Datatel ID#: _____

Job Title: _____ Location: _____ Extension: _____

Date of Hire: _____

Plan Cycle: Month: _____ 20 ____ thru Month: _____ 20 ____

a. Credit course:

1. Course Name: _____

2. College Name: _____ Units: _____

3. Date course will be taken? _____

(A transcript or grade card must be submitted after completion.)

b. Credit course:

1. Course Name: _____

2. College Name: _____ Units: _____

3. Date course will be taken? _____

(A transcript or grade card must be submitted after completion.)

c. Non-credit Course(s): *Community Education, Adult or Vocational Education, workshops, and seminars.*

1. Course Name: _____

2. College Name: _____ Units / Hours: _____

3. Date course will be taken? _____

(A transcript or grade card must be submitted after completion.)

d. Other:

1. Explain project(s) in detail: _____

Explain how these courses / activities will benefit you in your job performance.

Date: _____

Applicant: _____

APPROVAL:

Date: _____

Associate Vice Chancellor _____