

APPROVAL REQUEST – PROFESSIONAL COURSES

PROCEDURE:

1. TEACHER: Complete application and submit to Principal / Supervisor for signature. (If the Principal/Supervisor is unavailable to sign, please forward your request directly to the Human Resource Department.)
2. PRINCIPAL/SUPERVISOR: If approved, forward request to Director of Human Resources.
3. DIRECTOR OF HUMAN RESOURCES: If approved, place in teacher's personnel file and send one copy to teacher.

Course(s) must be approved by the Director of Human Resources prior to enrollment unless the course is part of college or university approved plan program. For planned program courses, documentation from the university showing placement in the planned program will be provided to the Human Resources Department upon enrollment into the program.

The credit hour(s) for this course is/are: ☐ Term / Quarter Hour(s) ☐ Semester Hour(s)

Please apply this course:

Towards Tier I: Category V ☐ Category VI ☐
Towards Tier II: Category III ☐

Course Number

Course Name

Graduate Credit Hours

_____	_____	_____
_____	_____	_____

Graduate course number must be entered above. Only approved graduate credit completed with a grade of "B" or better will be considered for salary advancement. Credit hours are converted to semester hours. A term or quarter hour is equal to 2/3 of a semester hour. Pre-approved undergraduate semester hours will be equated at one-half (1/2) of graduate hours unless equated differently by the institution.

College or University _____
(Must be on NCATE list: www.ncate.org)

Classes meet from _____ to _____
Date Date

Teacher Name (Please PRINT) _____ School _____

Teacher Signature _____ Date of Application _____

_____	_____	<input type="checkbox"/> Course(s) Approved <input type="checkbox"/> Course(s) Not Approved
Date	Principal / Supervisor Signature	
_____	_____	<input type="checkbox"/> Course(s) Approved <input type="checkbox"/> Course(s) Not Approved
Date	Director of Human Resources Signature	

Approval does not confirm the number of graduate hours as correct, but does confirm the acceptability of the course content. Refer to Appendix A and B of the teacher's contract for policy language.