

APPENDIX I

**COURSE APPROVAL FORM**

(Not applicable to planned programs leading to a degree.)

***Guidelines for Course Approval***

Personnel files are not reviewed at the time of course approval. It is the teacher's responsibility to ensure each of the following requirements are met. To qualify for advancement on the Teacher's Salary Schedule:

1. A course must be designed to improve teaching performance.
2. The request for approval must state the nature of the course and the improvement in teaching that might result.
3. You must forward an official university transcript to the District Central Office. It is recommended that you forward transcripts only when you have earned enough hours to move up on the salary schedule.

The following do **not** qualify for advancement on the Teacher's Salary Schedule:

- o Courses taken during the normally scheduled school day (contract hours).
- o Courses where registration fees and/or expenses are paid by the district.
- o Correspondence courses.
- o Courses repeated; a course may not be repeated for credit.
- o Courses where grade received are below a "B".

Name \_\_\_\_\_ Date \_\_\_\_\_  
 School \_\_\_\_\_ Position \_\_\_\_\_  
 Number/Title Course \_\_\_\_\_  
 University \_\_\_\_\_ Credit Hours \_\_\_\_\_

- Is the course being offered on only a pass/fail basis? \_\_\_\_\_
- Will any expenses related to this course be paid by the District? \_\_\_\_\_
- Course Description/Flyer from college/university where credit is being received (must be attached).
- How will taking this course improve your teaching performance and quality?

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Signature of Teacher

Date Received by Superintendent/Designee \_\_\_\_\_

APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

REASONS \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent/Designee

For Office Use Only:

Date of Administrator Approval: \_\_\_\_\_

Date acknowledged and sent to Employee: \_\_\_\_\_