

Independent School District #720
Shakopee Minnesota

GRADUATE PROGRAM PRE-APPROVAL FORM

NAME: EMP #: BUILDING: DATE:

MAJOR(S): MINOR(S):

SUBJECT(S) NOW TEACHING:

COLLEGE/UNIVERSITY ACCEPTED TO:

Lane advancement to the MA lane and beyond, as set forth in the Master Agreement, requires a Master's degree which contains a major area of concentration which relates to the teacher's current assignment and prior approval of the district.

Please note: Courses must be taken from a regionally accredited/approved college or university that grants teacher licensure. Online classes that are part of a district approved Masters' program at an accredited MN institution will be accepted. A maximum of 3 semester credits taken on line per lane change beyond the Masters' level will be allowed. Approval of the Master's program and all appropriate courses can be granted by submitting **both** of the following:

- A Letter of Admission to the Degree Program signed by the Dean of Graduate Studies
- A Proposed Program of Graduate Study showing all credits to be taken for the degree (including any transfers credits to be used) signed by an advisor.

Pre Approval is granted for all courses listed in the Proposed Program of Study. You do not need to submit pre-approval forms for future classes unless it is a change in the Proposed Program of Study. Elective courses must be pre-approved, unless they are listed on your Proposed Program of Study.

Pre Approval is Granted for some but not all courses listed in the Proposed Program of Study.

Pre Approval is not Granted for the following reason(s):

SIGNED _____ DATE _____
Human Resources