

Guidelines for Course Approval Towards A Lane Change:

- Courses must be pre-approved by Human Resources prior to the beginning of the course.
- Courses must be taken at the graduate level.
- Courses must be taken from a regionally accredited/approved college or university that grants teacher licensure. See list of Teacher Preparation Institutions as defined by MN Department of Education.
- Credits that are paid for by the district or those where the teacher receives a stipend or salary to attend are not eligible for lane change.
- College credits not accepted by the granting institution for their own graduate programs do not qualify for lane changes.
- Courses listed as continuing education graduate courses are not eligible for lane change unless they are accepted as an elective towards a graduate degree. A maximum of 3 semester graduate credits taken as continuing education will be accepted per lane change.
- Correspondence courses are not eligible for credits towards a lane change.
- Courses must apply directly to the licensed assignment.

Online Courses:

1. Online classes that are part of a district approved Masters' program at an accredited MN institution will be accepted.
2. Must be essentially equivalent in content and scope to a classroom based course.
3. The course must apply directly to the licensed assignment.