

SOUTH ST. PAUL PUBLIC SCHOOLS
Special School District No. 6
South St. Paul, Minnesota 55075

REQUEST FOR PRIOR APPROVAL OF A COLLEGE COURSE

Title of Course: _____

Explanation of Germaneness to Licensure: _____

Department and Course Number: _____

Number of Credits: _____
Graduate _____ Undergraduate _____ (Check one)
Semester Credits _____ Quarter Credits _____ (Check one)

College or University: _____

Class to be Conducted at (Location): _____

Date of First Class: _____

For Salary Lane Change Credit: Yes _____ No _____

Your Name _____
(Please print)

Your Signature _____ Date _____

Approval Signature _____ Date _____
Superintendent/Designee

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The prior approval of a course before it is taken is to satisfy those provisions of the collective bargaining agreement pertaining to (1) germaneness of the course to the field(s) in which the teacher holds a license, (2) whether an exception is being made permitting undergraduate credits, and (3) that the course is being taken at an approved college or university – in order that the credits eventually can be considered for application on the salary schedule.

Only after completion of the course and upon later presentation of a petition supported by transcripts can the actual determination be made as to (1) when the course was actually taken and completed, (2) if the resulting grade is acceptable, and (3) if it is to apply to a lane beyond a degree that it was earned subsequent to the earning of that degree. Final approval for changing lane can only be made following receipt and consideration of petition.