ARGO COMMUNITY HIGH SCHOOL COURSE, PROGRAM AND/OR LANE CHANGE REQUEST FORM

Name: _____ **Date:** _____

Please check all that apply:

☐ Course Approval ☐ Program Approval ☐ Lane Change Approval

CURRENT STATUS AND REQUEST DETAILS

Current Lane: ☐ BA ☐ MA ☐ MA+30 ☐ MA+60

Institution: _____ **Program / Area of Study:** _____

Degree, certification, endorsement, or qualification sought: _____

Projected Lane Upon Completion: ☐ MA ☐ MA+30 ☐ MA+60 ☐ No Lane Change

Anticipated Completion Date of Approved Course(s) / Program: _____

GRADUATE COURSEWORK ELIGIBILITY

Under 105 ILCS 5/24-8.2, coursework used for salary advancement and completed on or after July 1, 2026 must be **graduate-level, degree-eligible credit** offered through a regionally accredited institution of higher education, documented on an official academic transcript, and include an instructor of record. Degree-eligible credit is credit that may be applied toward a master's, education specialist, or doctoral degree. The instructor of record must meet statutory qualifications and provide substantive instructional support, evaluation, grades, and individualized written feedback.

Is this coursework graduate-level, degree-eligible credit as defined above? ☐ Yes ☐ No

Graduate degree toward which this coursework may be applied: _____

Does each course include an instructor of record meeting the requirements above? ☐ Yes ☐ No

☐ Required documentation attached

Attach official institutional documentation (such as a graduate catalog page, course/program page, or registrar/graduate-school statement) verifying that the coursework is degree-eligible. The District may request additional documentation concerning accreditation or instructor-of-record requirements.

DISTRICT PREFERENCE FOR LANE ADVANCEMENT

Meeting the eligibility standard above does not guarantee District approval. For a request expected to result in a lane change, preference will be given to study that expands the employee's professional qualifications and adds a credential, endorsement, certification, or content-area qualification the employee does not already possess.
Master's degree: Preference for a degree in the employee's content area, particularly one that may qualify the employee to teach dual-credit coursework.
Graduate hours beyond a master's degree: Preference for 18 or more graduate hours in an academic content area that may support dual-credit eligibility; a new endorsement or certification (such as ESL/ELL, LBS1, or an additional content area); or study addressing an identified District instructional or staffing need.

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COURSES WHICH APPLY TOWARD THIS REQUEST

Institution	Course #	Course Title	Qtr Hrs	Sem Hrs	Degree-Eligible Graduate Credit
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Program approval: Attach an official program outline, degree audit, or curriculum showing the required coursework and the degree, certification, endorsement, or qualification to be earned.
Lane change: Official transcripts must be submitted to Human Resources upon completion for confirmation.

APPROVAL PERIOD

Course approvals are valid for **three years**; program approvals for a degree, certification, or endorsement are valid for **five years** from final Superintendent approval. Approval applies to coursework completed during the approval period and must be renewed before additional coursework is taken after expiration.

APPROVAL ROUTING - SIGNATURES MUST BE OBTAINED IN ORDER

Routing: The employee submits the completed request and supporting documentation to the Division Chair. After review, the Division Chair forwards the request to the next administrative level. The employee should not independently route the form to subsequent approvers.

1. Employee Request Signature: _____ Date: _____

2. Division Chair Review ☐ Recommend Approval ☐ Do Not Recommend Approval

Signature: _____ Date: _____

3. Administrative Review ☐ Recommend Approval ☐ Do Not Recommend Approval

Reviewer / Title: _____ Date: _____

4. Superintendent - Final Approval ☐ Approved ☐ Not Approved

Signature: _____ Date: _____

Approval Expiration Date: _____ *(set after final approval)*