

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 \_\_\_\_\_  
Director of Human Resources

CC: teacher HR/forms/grad program