

CREDIT APPROVAL FORM FOR HORIZONTAL ADVANCEMENT

Name: _____ Date: _____

Current Licensure: _____ Current Teaching Assignment: _____

Course Name and #: _____

Number of Quarter Credits: (QC=1.5 x Semester Credits) _____

Educational Institution: _____

Course Description (attach a copy of the description):

Pre-Approval

The above course is:

_____ Pre-approved for _____ horizontal graduate credits

_____ NOT approved, Reason: _____

Superintendent Giese: _____

Final Approval

The above credit course is:

_____ Approved for final recognition of _____ horizontal graduate credits

_____ NOT approved, Reason: _____

Superintendent Giese: _____

- 1) Submit 2 copies of this completed form along with a copy of the course description for your Pre-Approval.
- 2) After you complete the course, simply send a copy of the official grade transcript to submit for Final Approval.