## **Graduate & Undergraduate Credit Approval**



Faculty Member Name:
Date:
University:
Course Name:
Course Number:
Date Enrolled:
Date Completed:
Semester Credits:
Upon completion (including transcript) the semester credits can be used for lane changes on the current salary schedule if all requirements are met. A transcript of qualified credits will be considered on September 1, or January 15 of each year. Please let the office know if you don't take your undergraduate/graduate credit course.
Superintendent Signature: