



## Course Approval for Lane Advancement Form

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

### **WCEDEA Master Agreement Language**

#### **Article VI, Section 2**

##### **Subd. 2. Requirements for Credits.**

A. **Germane.** Credits to be considered for application on any lane of the salary schedule must be directly related to the certified staff member's field of employment, related to education or be:

- Required by PELSB;
- Required by the Minnesota Legislature;
- or
- Part of a graduate degree or postgraduate program with a major in the certified staff member's field of employment.

B. **Satisfactory Completion.** A grade of C or lower will not be counted toward lane advancement. All credits taken for lane advancement must receive a "letter" grade.

C. **Prior Approval.** All courses for credit to be applied toward lane advancement must be approved by the Director in writing prior to the teacher taking the course.

D. **Credit.** Credits on the salary schedule are semester hour credits.

Name of Course: \_\_\_\_\_

College or University: \_\_\_\_\_

Semester Credits: \_\_\_\_\_

Identify how this course is germane to your position at WCED:

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#### **Office Use:**

Approval  Yes  No If denied, reason: \_\_\_\_\_

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Signature

Title

Date