# Coursework Approval Request Form *CCUSD 301*

Human Resource Department

**All coursework must receive prior approval in order to be eligible for salary schedule lane advancement. Approval must be received prior to enrollment in the course. Approval must be received for *each* course separately.**

Employee Name:  Date:

Building Location:

Department/Grade: Job Title:

University & Course Location (**specify if on-line course**):

Course Title & Number: Course Dates:

Description of Course:

 # Credits:

Nature of the Coursework (check all that apply):

Graduate *degree* credit? [ ]  *Post*-graduate degree credit? [ ]

 Specify instructional, content specific area:

 If part of a degree program, indicate degree and program:

Undergraduate coursework in hard-to-fill area? [ ]  Specify area:

Undergraduate coursework for additional endorsement? [ ]  Specify endorsement area:

Undergraduate coursework to meet perquisite requirements? [ ]  Specify:

Graduate degree or coursework in a *non*-instructional, *non*-content specific area? [ ]

 Specify the area and provide rationale for taking course. Attach letter of initial commitment

for site supervision of internship (if applicable):

I will be requesting an NIU Waiver: YES [ ]  ZID**#**  No [ ]

I will be requesting tuition reimbursement: Yes [ ]  No [ ]

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent (or Designee) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Approved Course Denied Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***OFFICE USE ONLY***

 Course Approved Course Denied

NIU Waiver Sent Out Yes No Waiver # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_