

# GRADUATE LEVEL HOURS COURSE APPROVAL FORM

Please note that graduate level hours taken through a college/university graduate program are required for lane advancement. Please also note that Iowa Wesleyan does not offer graduate level courses. Some form of documentation must be produced to show that the course is graduate level (this information is provided on the reverse side of most college transcripts). For this reason, we will need original transcripts of your grades before credit for the hours is given for salary advancement.

## Directions:

1. Fill out one copy of this form.
2. Direct to the Superintendent for approval. A copy will be returned to you.
3. Please notify the office in the event you do not take the course so that the form can be removed from your file.
4. The deadline for submitting transcripts to the business office for salary schedule placement is October 1<sup>st</sup>.

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

Present Placement on the Salary Schedule: \_\_\_\_\_

Course Title: \_\_\_\_\_

Name of University/College: \_\_\_\_\_

Number of semester hours of credit for this course: \_\_\_\_\_

Give a brief summary of the graduate level course content and requirements (be specific about how it relates to or will help in a teaching assignment):

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\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

Approved \_\_\_\_\_

Denied \_\_\_\_\_