

## **532 COURSES TAKEN FOR ADVANCEMENT ON THE SALARY SCHEDULE**

Courses taken for credit for the purpose of advancement from one lane to another in accordance with the salary schedule shall have the prior approval of the district administrator or his/her designee.

Approval shall be granted for graduate course on the basis of North Central Association or similar agency accreditation of the college or university and/or Wisconsin Department of Public Instruction approval of the course and the staff member's current or future assignment in the district.

In addition to the criteria above, the district administrator or his/her designee may approve undergraduate or technical school credits depending on the specific needs of the staff member and the district.

Application for approval shall be made on the proper form prior to enrollment. A grade of A or B shall be earned in the class and verified on a grade card or transcript which shall be returned with the application to the district administrator or his/her designee.

Reviewed, revised, and approved by the Board of Education on January 15, 2007.