

SOUTH ST. PAUL PUBLIC SCHOOLS
Special School District No. 6
South St. Paul, Minnesota 55075

REQUEST FOR PRIOR APPROVAL OF A COLLEGE COURSE

Title of Course: _____

Explanation of Germaneness to Licensure: _____

Department and Course Number: _____

Number of Credits: _____
Graduate _____ Undergraduate _____ (Check one)
Semester Credits _____ Quarter Credits _____ (Check one)

College or University: _____

Class to be Conducted at (Location): _____

Date of First Class: _____

For Salary Lane Change Credit: Yes _____ No _____

Your Name _____
(Please print)

Your Signature _____ Date _____

Approval Signature _____ Date _____
Superintendent/Designee

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The prior approval of a course before it is taken is to satisfy those provisions of the collective bargaining agreement pertaining to (1) germaneness of the course to the field(s) in which the teacher holds a license, (2) whether an exception is being made permitting undergraduate credits, and (3) that the course is being taken at an approved college or university – in order that the credits eventually can be considered for application on the salary schedule.

Only after completion of the course and upon later presentation of a petition supported by transcripts can the actual determination be made as to (1) when the course was actually taken and completed, (2) if the resulting grade is acceptable, and (3) if it is to apply to a lane beyond a degree that it was earned subsequent to the earning of that degree. Final approval for changing lane can only be made following receipt and consideration of petition.

Article VIII, Section 5. Step & Lane Advancement on the Salary Schedule:

The following rules shall be applicable in determining placement of a teacher on the salary schedule.

Subd. 1. Germane: Credits to be considered for application on any lane of the salary schedule must be germane to the field(s) in which the teacher holds a license as determined by the superintendent or his/her designee. Credits towards an administrative or counseling degree, earned after completion of a master's within their field of study, may also be considered as determined by the superintendent or his/her designee.

Subd. 2. Grade and credits: To apply on the salary schedule, all credits beyond the bachelor's degree must be graduate credits and carry a grade equivalent of B or higher, or pass on a pass/fail system. Undergraduate credits may be approved as exceptions by the superintendent or his/her designee. Credits to apply to lanes beyond a particular degree lane must be earned subsequent to the earning of the degree.

Subd. 3. Earned credits: In order for consideration for advancement on the salary schedule, course work must be taken by the teacher from an accredited college or university, as approved by the State Department of Education. Such course work may be taken in a classroom setting, or other methods as offered by the accredited college. All earned credits will be on a quarter credit basis. The conversion from semester credit to quarter credit is based on the following calculation: semester credits x 1.5 = quarter credits.

Subd. 4. Advanced degree program: A teacher shall be paid on the master's degree lane or higher degree lane only if the degree program is germane to the field(s) in which the teacher holds a license as approved by the superintendent or his/her designee, and the degree program is approved in writing by the superintendent or his/her designee in advance. Credits towards an administrative or counseling degree, earned after completion of a master's, may also be considered as determined by the superintendent or his/her designee.

Subd. 5. Course approval: All credits, in order to be considered for application on the salary schedule, must be approved by the superintendent or his/her designee in writing prior to the taking of the course. In the event of a course cancellation or modification, an amended request for approval shall be made by the teacher within five working days of notification of the change.

Subd. 6. Special circumstances: Credits earned to acquire a new teaching license shall be applicable to lane changes only when prior written approval is given by the superintendent or his/her designee for special circumstances.

Subd. 7. Effective date: Individual contracts shall only be modified to reflect qualified lane changes twice each year. A contract modification shall be effective at the beginning of the school year provided a petition and official transcript of qualified credits is submitted to the human resources office not later than September 15 of any year. A contract modification shall be effective February 15 provided a petition and an official transcript of qualified credits are submitted to the human resources office not later than January 15 of any year. In the event a transcript is not available prior to September 15 or January 15, other satisfactory evidence of successful course completion will be accepted provided official transcripts are received by the School District within thirty (30) days of the aforementioned dates. Actual payment of the adjusted salary will not be made until official transcripts have been received by the School District.