



# INDIAN PRAIRIE SCHOOL DISTRICT

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## Application for Approval of College Courses of Study

The college or university must meet the requirements of its own regional accrediting body and evaluate the educational effectiveness of its programs, including distance education. The institution must ensure the integrity of student work and the credibility of the degrees and credits it awards. The institution must assure that each program of study results in collegiate level learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded by the institution. Provisions for instructor-student and student-student interaction are included in the program/course design and the course syllabus. There must be assurances that the interactions occur.

The district grants credit based on SEMESTER hours only, therefore credit for quarter hour transcript hours will be converted once transcripts are received by the HR department. Our formula is one (1) quarter hour = 2/3 semester hour. Schools granting trimester hours will be credited the same as semester hours.

### Criteria for Approval

- ✓ Course(s) must be from an accredited university or college and part of degree program or certificate program. You do not have to be in a degree program to take the class.
- ✓ On the application you must describe how the course(s) connects with Board goals and your current assignment, or leadership responsibilities or if it is for an additional endorsement/certificate that you are pursuing.
- ✓ If you are pursuing an additional endorsement or certificate you must submit a plan of study to the HR department when your coursework begins.
- ✓ If the class or classes will be in a non-traditional format, the course description must illustrate student-to-teacher and student-to-student interaction. You must attach the course description to your application.
- ✓ Your application must be submitted to the HR department with your building administrator's signature prior to the first day of class.
- ✓ Credit will not be given for courses, which are essentially the same as those for which credit has previously been granted. Approval for such credit is granted only once.

### Receiving Credit

- ✓ An official transcript with an earned grade of "B" or higher must be submitted to the HR department by October 1 in order to receive salary schedule credit (lane change) in the same year. Lane change credit will be reflected in the November 30<sup>th</sup> paycheck.

### Instructions for completing the Application

1. Fill out the application in its entirety.
2. Attach a description for each course of non-traditional course formats.
3. Turn your application in to your building administrator for review. Following the review your administrator will return one copy to you and forward one copy to the HR department.
4. The HR Administrator for your grade level will review the application and approve or deny it. The original application will be placed in your personnel file. Approved courses will be listed on the transcript website (<http://transcripts.ipds.org>).
5. Should your application be denied, you may request an appeal through the Professional Growth Appeal Committee ([Nancy\\_Pedersen@ipds.org](mailto:Nancy_Pedersen@ipds.org)).

Please call the HR department (375-3055) if you have any questions or if changes occur in your approved courses.

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**P R E P A R I N G   A L L   S T U D E N T S   T O   S U C C E E D**

District Education Center  
P.O. Box 3990, Naperville, IL 60567  
phone: 630-375-3000 • fax: 630-375-3001 • web: [www.ipds.org](http://www.ipds.org)

# Application for Approval of College Courses of Study

Please complete the form in its entirety

**Contact Information:**

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

Employee ID #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

School: \_\_\_\_\_

Extension: \_\_\_\_\_

Current Position: \_\_\_\_\_

**College & Degree Information:**

College/University: \_\_\_\_\_

Department: \_\_\_\_\_

Pursuing Additional Certifications/Endorsements: Yes      No, additional hours beyond current degree  
 If yes, please mark which one:      Masters      NBPTS      Other:

**Course Information:**

Please list each course you plan to take. If you are submitting coursework for an entire degree, you do not need to have the exact start and end dates, but please provide us with an estimate (e.g. 08/04 – 05/06).

Course Delivery Codes: F = face-to-face, O = online, V = video

Course #	Course Title	Credit Hours	Semester or Quarter	Start Date	End Date	Course Delivery (F,O,V) <sup>1</sup>

Please describe how the course(s) connects with Board goals and your current assignment, or leadership responsibilities or if it is for an additional endorsement/certificate that you are pursuing.

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**Required Signatures:**

Employee: \_\_\_\_\_

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

Building Administrator: \_\_\_\_\_

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

Meets criteria       Does not meet criteria

Assistant Superintendent for HR: \_\_\_\_\_

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

Approved       Denied

<sup>1</sup> Please remember to attach a description of each course for online and video courses