

Lake Superior College

Pre-Approval of Faculty Coursework

Faculty Name _____ Date of Request _____

Highest Degree _____ Credential Field _____

Under the MSCF contract, Article 13, pre-approval for coursework or a degree plan is required for granting "in-credential field" when the courses or degrees are not in the faculty members credential field. Please review pages 54-56 in the 2003-05 contract for detailed information on what is allowable for faculty members based on their current level of education and credential field (occupational/technical or liberals arts). Future requests for a column change must include a copy of this approved form if the work is not in the credential field assigned to the faculty member.

Type of Educational Experience:

- _____ Individual Courses not in credential field: *Academic Affairs may request course description*
- _____ Degree completion Plan: *Attach program outline.*

Section 1: Plan of Coursework

| Course # | Course Title | # of Credits | Anticipated Date | Institution |
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Dean Date

Vice President Academic Affairs Date

VERIFIED AS APPROVED:

Human Resource Personnel Date

Copies: _____ Employee _____ Personnel File _____ Academic Affairs _____ Office of the Chancellor