

PROGRAM OF STUDY

A Program of Study is recommended or required for certain types of academic coursework (see questions (active link) to help determine which case applies to you). Use these steps to complete your program of study:

1. Select Your Objective

a. For graduate level courses:

- Obtain an official letter from the institution that states that you have been accepted into the program
- Obtain an official program of study submitted on the institution's form or letterhead. It must include:
 - a. The title of the program
 - b. A complete list of courses with course numbers, and credit hours that you plan to complete.
 - c. The signature of the committee chairperson or program advisor.

b. For undergraduate level courses:

- Obtain a letter documenting support from your Dean of Instruction and a letter of acceptance from the degree-granting institution.
- Include the institution's official curriculum check sheet for the major field of study listing all courses to be completed with course numbers and credit hours that you plan to complete. The check sheet must be signed by a faculty advisor or program advisor.

2. Include a one-page summary of the official program of study listing:

- Applicant's name, the name of the institution, and the degree program title.
- Course numbers, titles and credit hours for all courses in the program which have not been previously submitted for advancement.

3. Complete the application for academic advancement (see my FPG for forms). Describe how this enhances your professional growth.

4. Contact your FPG advancement representative to review your application. If all is complete and clear, your representative can sign.

- 32 5. After your representative has reviewed and signed, send the original application plus 10
33 copies (11 copies total--needed for full committee review) to the District Faculty
34 Professional Growth secretary. This can be sent directly by yourself or by your
35 representative. Keep a copy for your records.
- 36 6. The district Faculty Professional Growth secretary verifies the institutional accreditation
37 and places the application on the agenda for the FPG committee review.
- 38 7. The application is then reviewed. You will be notified of committee action by e-mail by
39 Faculty Professional Growth secretary. When approved, notification is sent to the
40 Supervisor of Wage and Salary. If not approved as presented, the applicant will be
41 notified so they may revise and resubmit.
- 42 **Caution:** If you have course changes in your Program of Study, submit an application marked
43 “Change in Program of Study.” Be sure to identify the previously approved course the new
44 course is replacing. In the rationale explain the reason for the change. Approved changes will
45 be forwarded to the District Wage and Salary Supervisor.