

Steps to Apply for Graduate Level Course Approval

1. Review this [Steps for Grad approval](#).
2. Complete the appropriate application.
 - [Elementary Application for Graduate Approval](#)
 - [Secondary and District Level Application for Graduate Approval](#)
3. Submissions will first be reviewed by the immediate supervisor of requestor and then by Human Resources.
4. After review by both parties, requestor will be notified of the status of their request.