

Capistrano Unified School District  
**GRADUATE WORK APPROVAL**

Professional Development activities taken through CUSD academies or workshops and graduate level coursework including Master's and Doctoral degree programs, completed through approved institutions (refer to CUSD Approved Institutions List), do not require prior graduate work approval, provided the course(s) meets the requirements set forth in Article 14.2.7.1 (Note: All distance learning/online/independent study courses must be submitted for Graduate Work approval). This course must not be funded by CUSD funds to be eligible.

**If you request to apply for a course not listed on the CUSD approved list, you must complete a Graduate Work Approval Form. This form must be submitted 20 days prior to the start date of the class.**

*Please print or type and complete entire form. Incomplete forms will be returned.*

**I. Applicant Information**

Name \_\_\_\_\_ School \_\_\_\_\_

Employee ID # \_\_\_\_\_ Current Assignment \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**II. Course Information ( *\*\*Required - Attach course/program outline AND prerequisites for admission*)**

College/University Name \_\_\_\_\_

Course Title/Name \_\_\_\_\_  Full Master's Program

Course Number(s) \_\_\_\_\_ # of Units \_\_\_\_\_ or # of Hours \_\_\_\_\_

Course Begins \_\_\_\_\_ Ends \_\_\_\_\_ (If this is a self-paced class, please indicate the approximate dates)

This is an online class or distance learning

This an independent study project (use attachment to describe project in full)

**III. Site Approval Information ( *\*\*Required – Will be returned to originator if not complete\*\**)**

Approval recommended

Approval not recommended (Graduate Work approval must still be sent to the Staff Development Office)

Comments: \_\_\_\_\_

Site Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**IV. District Feedback ( *Submit to Staff Development for approval*)**

Course approved

Course approval denied for the following reason(s):

- Course/program does not appear to meet any of the criteria listed in Article 14.2.7.1
- Course does not reflect graduate level rigor

Comments: \_\_\_\_\_

Deputy Superintendent signature/Designee \_\_\_\_\_ Date \_\_\_\_\_