

**REQUEST FOR PROFESSIONAL DEVELOPMENT/MAPE**

1. **TO BE COMPLETED BY EMPLOYEE**:

After one (1) year of continuous employment in the Minnesota State system, MAPE Employees, except for limited and temporary, may for the purpose of professional development, be permitted to enroll on a space-available basis in credit courses at any Minnesota State college and/or university without payment of tuition. Such enrollment is at the discretion of the Appointing Authority and shall not exceed eight (8) credits per academic year. The employee will pay applicable fees.

Please complete the form below.

|  |  |
| --- | --- |
| Print Full Name: | SMSU Hire Date: |
| Job Title: | Department/Unit: |

1. **COURSE INFORMATION**

|  |  |
| --- | --- |
| Period of Attendance: [ ]  Fall Semester [ ]  Summer Session[ ]  Spring Semester  | Course Delivery Method:[ ]  On-line [ ]  Traditional *(if course falls during the work day, please indicate modified work schedule)* |
|  |  |
| Number of Credits: | Course Title/Name of Institution: |

|  |
| --- |
| *Please state how course is related to your current position/professional development and modified work schedule:* |
|  |
|  |
|  |

|  |  |
| --- | --- |
| *Employee Signature* | *Date* |

1. **REVIEW BY EMPLOYEE’S DIRECT SMSU SUPERVISOR:**

|  |  |
| --- | --- |
| Print Name: | Signature Date |
| Notes: |

1. **APPOINTING AUTHORITY APPROVAL BY SMSU CABINET MEMBER:**

|  |  |
| --- | --- |
| Request is:🞎 APPROVED. 🞎 NOT APPROVED. | Signature Date |
| Notes: |

Copies to:

[ ]  Employee

[ ]  Personnel File