

## COURSE APPROVAL FORM

### SECTION 4 - PROFESSIONAL ADVANCEMENT

1. Credit will be granted for earning semester credits in the teacher's major or related area of preparation from an approved college or university. Teachers must submit their plans for taking credits two weeks prior to the beginning of the class. The superintendent may waive this requirement. All credits must be approved by the superintendent and building principal or superintendent and director of instruction
  - A. Upon completion of the approved course, credit reimbursement for approved graduate credits will be paid at a rate of \$110 per credit, not to exceed a maximum of six (6) credits per fiscal year (July 1 to June 30). If more than 6 credits are earned in a fiscal year, those credits will not be reimbursed in that fiscal year and no carryover is permitted. If more than 6 credits per fiscal year are earned in an approved Master's program, those additional credits will be paid within the 6 credit fiscal year limit in subsequent years until all credits have been reimbursed, so long as the teacher completed the Master's degree. If the cost of a course is less than the rate listed above, reimbursement will be at the actual rate per credit of that course. For the purposes of reimbursement approval will be given to courses, which meet one of the following criteria:
    - 1) Is within a teacher's current subject area or curricular responsibility;
    - 2) Is related to broadening or improving instruction;
    - 3) Is within a graduate degree program in the field of education. A graduate degree program in administration will not be eligible for reimbursement. (Specific courses within a program may be approved if they are related to classroom objectives.)
    - 4) Is taken at the formal request or to meet a requirement of the school district. In this case credit reimbursement will be paid in full with the approval of the professional staff member's direct supervisor and the Superintendent. No more than 6 college credits will be compulsory per year.
    - 5) A course grade of a B or better is required to obtain credit reimbursement.
  - B. Credit reimbursement will only be made for teachers who are under a regular contract at the time the credit reimbursement request and grade report are submitted, unless otherwise approved by the superintendent.
  - C. Credit reimbursement per teacher will be capped at a total of \$660 dollars per fiscal year times the percent FTE of the teacher's contract in that fiscal year. The timing of the annual cap will be based upon the cost of courses submitted for reimbursement in fiscal year in which the "Beginning Date of Course" cited on "Course Approval Form".
  - D. If a teacher is on leave without pay no credit reimbursement will be provided.
2. Teacher Study Groups – salary schedule advancement may also take place by participation in district approved Teacher Study Groups (TSG). This professional development model is based on the premise that teachers control their own learning, and that by defining topics for exploration and approaching their shared responsibility and passion for learning through varied activities, professional isolation is diminished, professional growth is enhanced, and professional energy is sustained. Criteria for eligibility to participate in a study group will be defined by the district. TSG members can, at the election of the teacher (member), earn either professional development hours, or district salary schedule credits, or \$100 per credit for participation.

(Over)

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You are requested to work with your immediate supervisor in determining a program of course work for continued improvement. The same course taken again will not be approved for credit reimbursement unless waived by the Superintendent.

At the completion of the course please submit an official copy of your grade received and proof of payment for reimbursement.

<u>Course Description</u>	<u>Course Number</u>	<u>Semester Credit</u>	<u>College or University</u>
_____	_____	_____	_____

A copy of course description or other information may be attached to this form.

<b>COURSE FEE (TUITION)</b>	\$ _____
MATERIAL FEE	\$ _____
REGISTRATION FEE	\$ _____
<b>(PLEASE NOTE: REIMBURSEMENT IS BASED ONLY ON THE COURSE FEE)</b>	

BEGINNING DATE OF COURSE: \_\_\_\_\_

\_\_\_\_\_  
 LAST NAME                      FIRST NAME                      INITIAL                      DATE

Teacher's Signature \_\_\_\_\_

Principal/Director of Instruction:  _____	_____ (Date)	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Superintendent's Signature:  _____	_____ (Date)	<input type="checkbox"/> Approved for reimbursement and salary adjustment. <input type="checkbox"/> Approved solely for salary adjustment <input type="checkbox"/> Denied