

APPLICATION FOR GRADUATE CREDIT APPROVAL

Form Revised February, 2016

Limit: One Form Per Semester Per Teacher

Name: _____ **Date:** _____

School: _____ **Assignment:** _____

The following rules apply to certificated employees who are paid according to the Teacher's or Nurse's Salary Schedule:

1. For purposes of determining placement on the salary range, a teacher must have each college graduate course approved by the Building Principal and the Human Resource Office prior to taking the course. In making the approval/non-approval determination the District will consider: the individual teacher's assignment, the type and level of college accreditation, and the individual course.
2. Each teacher who has been accepted into, and is working on, a degree program may submit his or her program to the Building Principal and Human Resource Office for approval. If approved it will be placed on file in the Human Resource Office and each individual course listed in the program will automatically be approved for future salary range placement.
3. Procedure for placement on the salary range:
 - a. Placement on the salary range will be determined annually based upon the teacher's status at the commencement of the school year.
 - b. Placement determinations will be based upon the teacher's official college transcript filed with the Human Resource Office. A transcript must be on file prior to December 15th of the school year in order for courses to be considered in placement on the salary range for the current school year.
 - c. Only those courses completed prior to September 1 of the current school year, as evidenced in the official college transcript, will be considered for placement on the salary range for the current school year.
 - d. Any payment due as a result of a change in placement on the salary range will be retroactive to the beginning of the school year.
 - e. Staff members who are currently at the BA+36, MA+36, Specialist, or Doctorate level can receive approval for salary advancement by completing a course specifically approved by the Superintendent.

For your protection, this form must be completed prior to enrolling in College Courses. Courses used for salary advancement must be reflected as graduate hours on the official transcript. A teacher may not enroll with a full time graduate student class load during any semester the teacher is employed full time by the District.

Course Title	Course Number	College or University	Date to be Taken	Semester Credit Hours

SPECIAL DISTRICT CREDIT APPROVAL FOR SALARY ADVANCEMENT

For Staff Members who are at the BA+36, MA+36, Specialist or Doctorate Level and are completing Contract Approved Courses
Please circle or highlight the course that you would like to take.

Culturally Responsive Teaching (TED 8180)	Invention & Innovation in Engineering Education (TED 8860)
Data-Driven Decision Making for Educators (TED 8050)	Leadership Academy

Reason for Taking Class: _____ Staff Member Signature _____ Principal/Supervisor Signature	<p style="text-align: right;"><u>Human Resources Office Use</u></p> Tentative Approval: _____ Personnel Office Signature _____ Date
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Final Approval Procedures

Send Official College Transcripts to Human Resources