

PRAIRIE CENTRAL COMMUNITY UNIT SCHOOL DISTRICT NO. 8

REQUEST FOR GRADUATE COURSE APPROVAL

See reverse side for guidelines on acceptable courses

Name: _____ Bldg & Grade or Dept _____

Current Education Level: Bachelor's Master's

1. Course Title: _____

Course Number: _____ Semester Hours _____

This course:

Is Graduate Level	Yes		No	
Qualifies for Credit in a Graduate Program	Yes		No	
Is an Online Course	Yes		No	
Course Pertains to Current Assignment	Yes		No	
Discussed Course with Principal or Supervisor	Yes		No	

University/Location Offering Course: _____

Dates of Course: _____

Description of Course Content: _____

APPROVED DENIED DENIED (Pending Master's Degree)

2. Course Title: _____

Course Number: _____ Semester Hours _____

This course:

Is Graduate Level	Yes		No	
Qualifies for Credit in a Graduate Program	Yes		No	
Is an Online Course	Yes		No	
Course Pertains to Current Assignment	Yes		No	
Discussed Course with Principal or Supervisor	Yes		No	

University/Location Offering Course: _____

Dates of Course: _____

Description of Course Content: _____

APPROVED DENIED DENIED (Pending Master's Degree)

Date

Superintendent

GRADUATE COURSE APPROVAL GUIDELINES

What follows will hopefully serve as clarification of this office's position on the approval or disapproval of graduate courses for both tuition reimbursement and horizontal movement on the salary schedule. The following position statement includes actual Collective Bargaining Agreement language (see section 9.10), but also the superintendent's interpretation of CBA language in order to dispense guidelines for graduate study.

Generally speaking,

- Coursework should be taken *to improve your teaching or skills in your current assignment*. If you are unsure of an area of improvement for yourself, consult your evaluator.
- Each year, a list of district topics
- The superintendent will accept or reject a proposed course based on its pertinence to the teacher's assignment. Courses will be limited to the area(s) in which the teacher is teaching or the pursuit of "highly qualified" status. The underlying philosophy is to improve the teacher's knowledge base, methods, and skills in his/her current teaching area(s).
- The district prefers not to subsidize a teacher's graduate degree work to support an assignment other than his/her current one.
- Courses will be approved only as they lead to an advanced degree, are part of an advanced degree program, can be applied to an advanced degree program (perhaps as an elective), towards a new endorsement, or as listed in the "areas of high need" for the district.
- Graduate hours will be approved for tuition reimbursement or salary schedule movement only if they have been earned at an accredited university and from an accredited graduate school.
- A grade card, transcript, or equivalent communication from a university demonstrating that the teacher earned a grade of "B" or better must be on file in the district's administrative office prior to the beginning of the appropriate school year. Pass/Fail courses CANNOT count toward movement.
- A teacher shall advance to the appropriate earned step on the salary schedule only at the beginning of an academic year.
- Since it is the district's belief that human interaction still provides the best education, no more than fifteen (15) semester credit hours, during the teacher's Prairie Central career, will be recognized for the successful completion of courses taken on-line (via the Internet). The superintendent has the discretion to approve additional on-line course hours applicable to master's degree programs. Those with master's degrees may not be limited in on-line course hours; each course subject to the approval of the superintendent.
- One (1) hour of graduate credit shall be recognized by the district only when it is earned through fifteen (15) or more clock hours of classroom, or equivalent, time. A teacher may be asked to provide documentation of clock hours.
- If beginning a new master's degree, teachers should meet with the superintendent to determine which courses in the degree program will be accepted. All courses will be considered individually. The teacher should complete this form for each course in the program (multiple copies will be needed because only two courses will fit on each form) before meeting with the superintendent.
- Courses marked "Denied Pending Master's Degree" are not eligible for reimbursement.

Graduate course/program approval is, like much of academia, situational or unique to individual aspirations. If there are specific questions about courses or programs of study, contact the superintendent.