

R 6472 GRADUATE STUDY/REIMBURSEMENT

The Board of Education encourages all teaching staff members to enroll in programs of advanced education and will provide additional compensation to those who successfully complete such programs.

The Board reserves the right to approve a change in the salary of a teaching staff member who meets the following standards for advanced studies, as well as provide reimbursement for graduate work:

1. Courses must have been offered by an accredited institution of higher education.
2. The accredited institution of higher education must guarantee the quality of the program or course(s) offered. Electronic media courses, i.e. video, will not be approved.

Programs and/or courses offered by external or non-traditional accredited institutions of higher learning will not be approved or considered for approval unless the institution can demonstrate quality on-site supervision of the content and instruction offered.

Programs offered by an accredited institution on the Internet and/or Interactive TV will not be approved or considered for approval unless the institution can demonstrate quality control of the content and instruction offered.

3. Courses must be those offered for the attainment of a graduate degree or those specifically and directly related to a teaching staff member's assigned duties (job related).
4. Courses must lead toward a degree that will contribute to the enhancement of the staff member's performance related to his/her current position.
5. Course registration must be approved in advance by the Superintendent.
6. Courses must be taken after the award of the last earned degree.
7. Course credit will be given on the salary scale only for the successful completion of the course, which may be demonstrated by an earned grade of "B-" or better or, if a pass/fail course, "P" submitted directly to the Superintendent by the institution in which the course was taken.



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8. Retroactive salary adjustment will be made September 1 when a teacher qualifies for a higher salary through change in certification, degree, thirty credits beyond the Bachelor's Degree (in 1990-1991 and thereafter), or thirty credits beyond the Masters Degree, if such qualifications are completed on or before February 1 of the current school year and certified by the Superintendent.
9. Course reimbursement shall not exceed the amount specified in the negotiated agreement.
10. Reimbursement shall be made within sixty calendar days or as provided for in the negotiated agreement provided that:
 - a. Courses are pre-approved by the Superintendent of Schools;
 - b. An official transcript showing successful completion of course or courses is submitted; and
 - c. Receipt of the bill for tuition costs is submitted to the office of the Superintendent on or before the Thursday before the first Tuesday of the month.

Where initial placement on the salary scale recognizes an employee's academic achievements by degrees conferred and credits awarded by an accredited college or university, proof of academic achievement must be by official transcript issued by the college or university.

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