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Graduate Course Request


Graduate Course Criteria/Information

1. For Degree or Specialist candidates, the district will reimburse up to a maximum of twelve (12) credits per school year provided no more than six (6) are taken in any semester.
2. For Professional Development, a total of 10 courses (30 credits), no more than six (6) credits per year.

Course Title

Course #

Course Description

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Course Website

If website is not available, please scan and attach a copy of the course description to your File Library and attach in the File Attachment section at the bottom of this form.

Course Dates

Semester/Term

Course Start Date

Course End Date

Course Provider-University/College

Provider

If not on list, enter here

Registration/Tuition Fees

Course Fee

(No credit for salary advancement)

Graduate/College Credits

Total # credits you currently hold

Total # of credits for this course

Total # of credits after this course

Total # credits taken this year

Credits to be banked

Will these credits change your classification?

If YES, please fill out the Intent to Change Classification form on MLP by June 15.

Select Program of Study

Purpose

Please select one

Act 48

Non Credit

Paraprofessional Hours

Graduate Credit

**Terms and Conditions**

**Reimbursement:**

- Degrees & Specialist Certificate-12 credits per year/6 credits per semester

**Timeline:**

- Teacher Certificate- Must be completed in 3 years
- Masters of Ed/State Specialist- must be completed in 6 years
- Doctorate- must be completed in 12 years

**Professional Development:**

- Total of 10 courses (30 credits); 6 credits per year

**Note:**

- You can no longer take and pay for column movement- must meet GSC approval and be part of the 12 or 6 credits per year
- Grade B or better is needed for reimbursement and column movement. Pass (P) is not acceptable
- Summer work taken and completed prior to September 1st shall be credited for salary compensation that year as long as transcript is received by September 30th

**Approval:**

- Once a program for Masters/Certification/Doctorate is approved, the courses for the program will be approved by the Superintendent and do not need to go to the committee, a Graduate Course Request form must be completed on My Learning Plan (GSC)
- Each individual course will still need to be submitted for approval to track courses/credits each year

**Exception:**

- If the graduate program requires courses to be taken at a faster rate, the courses may be banked for tuition reimbursement and will be compensated at the next opportunity consistent with the limitation of 12 credits per year
- Teacher must produce a list of courses required beyond 12 a year for the program to qualify
- Banked courses must be approved in advance of the GSC

**Credit and Column Movement:**

- If this course is towards your initial Masters Degree you can use up to 15 credits for column movement
- If this course is towards any credits beyond your initial Masters Degree only up to 9 credits can be used for column movement

Please check I agree if  I AGREE the information on this form is correct at the time of submission.

- Please check off files to support this submission.
- Lehigh EdD Program Description - Lehigh\_University\_EdD.pdf (243k) [View](#)
  - PA Educator Summit - PA\_Educational\_Leadership\_Summit.pdf (88k) [View](#)
  - SV Approval Form - Saucon\_Valley\_Graduate\_Approval.pdf (25k) [View](#)

**If recently enrolled in a degree or specialist program, please upload a PDF with this submission.**

**Course Grades**

Course Grade

**Comments**

Comments

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**Finish**

The Employee must, within SIXTY (60) days after successful completion of the course, submit to the Superintendent receipted bills or canceled checks or proof of payment. Full payment of reimbursement shall be made as soon as possible, but NO later than THIRTY (30) days after the District has received the necessary paper work to show that the Employee has successfully completed the course work. Upon completion of a course(s), you must submit your official transcript to Mrs. Kimberly Kemmerer in the District Office to be approved for any credits and

receive reimbursement.

Submit

Save as Draft