

GRADUATE/UNDERGRADUATE COURSE CREDIT

At times, colleges and universities offer the option of taking a course for graduate or in-service credit. Staff members taking the course for Graduate credit must ensure that the course meets the requirements outlined in this document under Graduate Credits (9200-R2).

In order for staff members to receive payment for Undergraduate courses, these courses must be pre-approved by the Director of Human Resources as in-service credits. These courses must meet the requirements outlined in this document under Guidelines and Criteria for Approval of In-Service (9200-R3).

Revised: February 7, 2017; November 5, 2013

Reviewed: August 5, 2014

APPLICATION FOR SALARY CREDIT FOR GRADUATE COURSES

TEACHER'S NAME _____

SCHOOL BUILDING _____

BACHELOR'S DEGREE EARNED AT _____ (College) [Month Year table]

MASTER'S DEGREE EARNED AT _____ (College) [Month Year table]

DOCTORAL DEGREE EARNED AT _____ (College) [Month Year table]

TRANSCRIPTS HAVE BEEN REQUESTED FROM THE COLLEGE: [] YES [] NO

[] SUFFICIENT CREDITS MET FOR SALARY SCHEDULE ADVANCEMENT

This application will be processed only after receipt of official transcripts for the courses listed below:

Table with 4 columns: COLLEGE, NAME & NUMBER OF COURSE, DATE COMPLETED, CREDIT HOURS. Multiple empty rows for data entry.