

Guidelines for Course/Masters or Doctoral Approvals SOP

Updated Spring 2021

[Course/Advance Degree Approval Infor...](#)

* See Article XIX of the [BEA Contract](#) for Additional Information (Minimum Standards and Professional Growth)

Transcript Filing Period	Payroll Process Dates
March 16-August 1	First paycheck of new school year
August 2-November 1	Retroactive to first paycheck of school year
November 2-March 15	Retroactive to beginning of second semester

1 Employee Request

Employee requests or submits the Course Approval Google Form.

1. Complete [this form](#) for an individual course.
2. Complete [this form](#) for an advanced degree program (Masters/Doctoral).

2 HR Review Process

HR department will review the request within **7 school business days** of the form submission/request.

HR will review the following:

- HR will confirm that the class/program submitted meets the lane movement standards per Article XIX of the BEA Contract (professional growth, learning standards requirements, enhancement opportunities to the employees current position).
- Confirm the entity is an approved IL university or college
- Review the employee file/transcripts to ensure the class or similar course has not been previously submitted or approved

3 Approval

After the review process HR will contact the certified staff member within **7 school business days** in writing and will let them know that their course/program has been approved.

4 Denial

Certified staff member will be notified in writing within **7 school business days** if the course or program is denied.

Reasons for Denial are as follows:

- Class or similar syllabus has been previously submitted and approved
- Unsupported documentation was submitted

- Does not meet standards of learning
- Class is not in alignment with the teaching position or enhance the opportunity for the educator or District
- Class is a correspondence course work
- Class is a pass or fail graded system

5 Transcripts



Once the class is completed official transcripts (with graduate level or higher credits) need to be sent from the University/College to the HR department (*see timelines chart above*).

Upon HR receiving transcripts of your completion of a course HR will update your file and provide you with written notice of your placement.

[Masters Approval Letter](#)

[Salary Step Letter](#)

6 End

