



# Millbury Public Schools

## Graduate Credit Guidelines

Bargaining unit members who wish to earn graduate credits are eligible for reimbursement for a maximum of nine graduate credits during any three-year contract period. All earned graduate credits may be used to advance on the salary scale published in the most recent [Agreement between the Millbury School Committee and the Millbury Teachers Association](#).

In order to receive credit and, if applicable, reimbursement for your graduate courses, please follow each of the following steps:

STEP 1: Before beginning classroom participation, please complete a [Request for Course Approval Form](#) and submit it to the Superintendent's Office.

Failing to gain prior written approval from the Superintendent of Schools may disqualify you from receiving reimbursement and prevent you from using the course credits you've earned to advance across the salary schedule.

STEP 2: After completing your course(s), submit an official transcript from the university or college that includes the course name(s), credits earned, and your grade(s).

STEP 3: If you are requesting reimbursement, please also submit a [Request for Course Reimbursement Form](#) and proof of payment.

You are entitled to reimbursement for a maximum of nine credits every three contract years. Please note that regardless of the tuition amount your college or university charged you, reimbursement amounts are capped at 75% of the current tuition cost of [Worcester State University](#) or 25% of the current tuition cost at a third party vendor (learners edge, etc.) (Fees, such as technology, parking, or other service fees, are not eligible for reimbursement.)

STEP 4: To request a change in your salary schedule lane, please submit a [Request for Movement on the Salary Scale Form](#) by October 1<sup>st</sup>, February 1<sup>st</sup>, or July 1<sup>st</sup> of each year.

Please do not hesitate to email Kerri Sundeen at [ksundeen@millburyschools.org](mailto:ksundeen@millburyschools.org) or call 508-865-9501 if you have any questions.