



**For Office Use Only**

HR RECEIVED DATE:  
 HR MANAGER VERIFICATION:  
 TO SUPT. DATE:

**REQUEST FOR APPROVAL OF GRADUATE CREDIT**

<b>NAME:</b>	<b>SUBJECT/GRADE ASSIGNMENT:</b>
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Mackay  
  Maugham  
  Smith  
  Stillman  
  Middle School  
  High School  
  Central Office

I. I acknowledge that I have read Article IV, Association Rights and Responsibilities, Section E of the TEA Agreement: All graduate credits for which credit on the salary guide and/or tuition reimbursement is given, must be earned at a State accredited institution of higher learning and must be specifically approved three weeks prior to the start of courses by the Superintendent of Schools or designee, utilizing the criteria as outlined within the TEA Agreement.

The provisions contained herein shall be interpreted consistent with N.J.S.A. 18A:6-8.5. To the extent that any provision contained herein is inconsistent with that statute, the provisions of the statute shall control."

II. I hereby request approval of the following course(s) to be taken by me:

Semester	Deadline Notification	Course Start Date: MM/DD/YY	Course End Date: MM/DD/YY
<input type="checkbox"/> Fall Courses	August 1		
<input type="checkbox"/> Spring Courses	December 1		
<input type="checkbox"/> Summer Courses	April 1		
<input type="checkbox"/> MA Full Program	March 15 – Summer Start		
<input type="checkbox"/> MA Full Program	July 15 – Fall Start		
<input type="checkbox"/> MA Full Program	November 15 – Winter Start		

*Please note: For salary guide advancement a teacher may apply a maximum of twenty-four (24) credits in a salary calendar year subject to approval by the Superintendent with the criteria set forth in Parties' Agreement. Credits shall not be banked for salary guide movement which means that a teacher cannot move horizontally on the guide more than one educational advancement column in any school year.*

**Graduate Credits earned beyond Bachelor's Degree and Anticipated Completion Date (mm/dd/yy)**

<input type="checkbox"/> Towards 16 credits	By _____
<input type="checkbox"/> Towards MA	By _____

**Graduate Credits earned beyond Master's Degree (credits taken after MA/MS conferral date) and PHD**

<input type="checkbox"/> Towards 16 credits	<input type="checkbox"/> Towards 32 credits	<input type="checkbox"/> Towards 48 credits	<input type="checkbox"/> Towards 60 credits	<input type="checkbox"/> PHD
By _____	By _____	By _____	By _____	By _____

*For full program application (MA or PHD) please attach course program/descriptions and disregard chart below*

**List Graduate Course(s):**

Course #	Name of Course	College/University	# of Credits

*(form is continued on the back)*

I have attached the degree/certification program and course description for each course as noted above and understand that my official transcript must be submitted to the Human Resources Office by October 1<sup>st</sup> (Fall Deadline) or February 1<sup>st</sup> (Spring Deadline) to be considered for a Salary Adjustment.

I additionally acknowledge that I will forward a paid bursars receipt and an official transcript indicating course completion for reimbursement for a maximum of six (6) credits in the fall and six (6) credits in the spring, with no more than twelve (12) credits in a single calendar year (including summer credits).

APPLICANT SIGNATURE AND ACKNOWLEDGEMENT:	DATE:
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### Graduate Credit Approval

- Approval is requested a minimum of three (3) weeks prior to the first day of the course.
- Course(s) listed above meet the requirements of Article IV, Section E of the TEA Agreement.
- Approved     Not Approved

SUPERINTENDENT SIGNATURE:	DATE:
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### Salary Adjustment

<input type="checkbox"/> Fall Adjustment (October 1 <sup>st</sup> )	Date Official Transcripts Received by HR
<input type="checkbox"/> Spring Adjustment (February 1 <sup>st</sup> )	

FROM (PRESENT COLUMN/LINE OF THE SALARY GUIDE)	TO (REQUESTED COLUMN/LINE OF THE SALARY GUIDE)
Amount of Adjustment	HR Verification Date

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### Tuition Reimbursement

Semester	Amount of Credits	Reimbursement Amount \$
<input type="checkbox"/> Fall Semester		
<input type="checkbox"/> Spring Semester		
<input type="checkbox"/> Summer Semester		
Date Official Transcripts Received by HR		HR Verification Date