

**College Credit  
Records**

For college credit hours, employees shall request the college or university send an official transcript directly to the Business Services Department for all college credit. Grade reports will not be accepted.

**Reimbursement for  
College Credit**

Reimbursement is granted for hours toward the next higher degree. An online Tuition Reimbursement Form must be completed by the employee seeking reimbursement. The Tuition Reimbursement Form is accessible in District Forms through the CCISD Single Sign-On (SSO) Portal.

Reimbursement is paid one time each year for the hours earned within each school year upon receipt of an official transcript and degree plan or education certification plan (September – August). All documentation including official transcripts must be received in the Business Services Office by November 1. Payment will be made within 45 days.

While employed by the District, professional, paraprofessional, and auxiliary employees shall be reimbursed \$25 for each hour of college credit earned with a C average or above, or a P in a P/F course from an accredited college or university. Each credit must be a requirement of an approved degree plan preferably in the field of education, on file in the Business Services office.

Any semester hours completed that are not a part of a degree plan must be related to obtaining a certification in the field of education.

**Limits**

When an advanced degree is conferred, reimbursement for additional hours shall cease. However, reimbursement may again be granted for hours toward the next higher degree, not to exceed 30 semester hours above a bachelor's, master's, or doctoral degree. Reimbursement shall not be granted for hours toward a second master's degree plan. Reimbursement is limited to \$750 per employee while employed by the District.

Certifications and re-certifications required for an employee's current position, as identified in the job description, are not eligible for reimbursement from the District.