



Sweet Home CSD: Application for Graduate Hours

Pursuant to 2.6 of the SHEA Collective Negotiations Agreement, SHEA members can request salary credits for graduate hours. In order to receive salary credit, please complete the following:

Name: _____ Date of Application: _____

Name of College or University: _____
(Must be an accredited institution; non-accredited institutions must be approved by committee)

Courses Requested for Salary Credit:

Course Name	Semester/Year	Number of Credits

Total Credits _____

I am requesting salary credit for coursework above and beyond my (please check):

Bachelors Degree _____ Masters Degree _____

Signed: _____ Date: _____
Signature of SHEA Member requesting Credit

NOTES:

- Graduate hours are credited to salary twice a year. For **Fall credit**, please submit by **September 15**. For **Spring credit**, please submit by **January 15**
- All graduate hours must be reported to the district **within 6 months of the award** to qualify for salary credit.
- **ATTACH:** Please attach a copy of complete Official Transcript(s) documenting the above coursework. Documentation should clearly indicate hours above and beyond the underlying degree (Bachelors or Masters).

Please submit Application to Scott Wolf, Principal for Curriculum and Instruction