

**PENNRIDGE SCHOOL DISTRICT**

**COURSE APPROVAL REQUEST FORM**

*(A separate application must be completed for each course taken.)*

See Reverse Side for Directions/Criteria & Reimbursement rates.

**COURSE APPROVAL REQUEST FOR:**

- Credit Reimbursement and/or
- Horizontal Salary Schedule Advancement



\_\_\_\_\_  
Last Name                      First name                      Teaching Assignment                      School                      Date Submitted

1. Highest Degree Earned to Date: \_\_\_\_\_ Credits Earned to Date: \_\_\_\_\_ Date of Level II Certification: \_\_\_\_\_

2. Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ # of Credits \_\_\_\_\_ College/University \_\_\_\_\_ Date Class Begins \_\_\_\_\_ Date Class Ends \_\_\_\_\_

3. Your Cost per Credit: \_\_\_\_\_ Type of Credit: \_\_\_\_\_ Graduate \_\_\_\_\_ Other (must have prior permission of Superintendent) \_\_\_\_\_

	Yes	No	
4. Are these courses part of an established program for an advanced degree that has been approved by the Superintendent? <i>(If not, a course description must be submitted with this form.)</i>			Approval Date _____
5. If this course is not part of an approved Masters Program, is your course through one of the approved institutions, as listed in the CBA? <i>(If not, a Program Approval form must be submitted to the Superintendent.)</i>			
6. Are these courses classified as affective growth or personal betterment? <i>(See reverse side of this form.)</i>			
7. Are you receiving tuition or other assistance from the G.I. Bill, N.S.F., or any other government or educational agency for these courses?			Amt. per credit _____
8. Specifically, how will this course benefit you and the students of the Pennridge School District?			

By signing below I understand that upon my resignation from the district, receipt of any reimbursement within the previous 12 month of employment is reimbursable to the district.

X \_\_\_\_\_

\_\_\_\_\_  
Approved                      Denied                      Director of Human Resources                      Date                      Comments:

**OFFICE USE ONLY BELOW THIS LINE:**

Date Approval Processed: \_\_\_\_\_  
Update Database: \_\_\_\_\_  
Update Summary Sheet: \_\_\_\_\_  
Copy Sent to Staff Member: \_\_\_\_\_  
Initials of Processor: \_\_\_\_\_

**Reimbursement Info:** (12 Credit Max per School Year)      **School Year:** \_\_\_\_\_

**This course approval request represents:**

1<sup>st</sup> of (12) credits       Reimburse @ \$675 /Bachelors <=24 credits  
 2<sup>nd</sup> of (12) credits       Reimburse @ \$540 /Bachelors >24 credits  
 3<sup>rd</sup> of (12) credits       Reimburse @ \$486/Masters – Subject Area  
 4<sup>th</sup> of (12) credits       Reimburse @ \$270/Personal Betterment  
 Reimburse @ Cost/Cost less than above  
*(see reverse for reimbursement guidelines)*

Met maximum of (6) credits during **September 1st –April 30<sup>th</sup>**.  
 Met Maximum of (12) credits during school year **Sept 1<sup>st</sup> – August 31<sup>st</sup>**.  
 **No reimbursement with this course.**

**Reimbursement Processing:**

Date Grade/Transcript Received: \_\_\_\_\_ Grade Achieved: \_\_\_\_\_  
Credits Earned with this course - from: \_\_\_\_\_ to: \_\_\_\_\_  
Payment Approved by: \_\_\_\_\_  
Amount Approved for Reimbursement: \_\_\_\_\_  
Receipt Received: \_\_\_\_\_ Date to be Paid: \_\_\_\_\_

Updated Database: \_\_\_\_\_ Updated Summary Sheet: \_\_\_\_\_  
Copy Sent to AP: \_\_\_\_\_ Copy Sent to Staff Member: \_\_\_\_\_

## Course Approval & Reimbursement Information

1. Course approval forms must be submitted for each class – including those listed in the documentation for an program approved by the superintendent. Complete the “Course Approval” Form ([available on the Human Resource website](#)). Send the completed form and accompanying documentation to HR at least two weeks before the first class meeting. The appropriate documentation must be received in HR at least two weeks before the start of the class in order to process the paperwork and return to the teacher any incorrect paperwork.
2. Appropriate Documentation includes the following:
  - a. If you are in a Masters Program (that has been pre-approved by the Superintendent), the course must be listed on the Program Description/Requirements submitted with your program approval application. **The course must also be part of the approved list of institutions listed in the collective bargaining agreement.**
  - b. If you are not in a Masters Program, a description of the course content as well as the dates/times the class meets must be provided. **The course must also be part of the approved list of institutions listed in the collective bargaining agreement.**
3. Prior approval **MUST** be received for credit reimbursement and/or horizontal salary schedule movement. The Director of Human Resources will rule on the request within two (2) weeks of receipt and return a copy of the signed form to the employee. Course approvals received in the Human Resources Department less than two weeks before the first class meeting will **not** be approved for reimbursement. Late submission for a course that is not part of an approved Masters program or from one of the collective bargaining agreement’s approved institutions, may not be approved for horizontal salary movement beyond B+24. Once awarded, a Masters degree will be accepted by the District even if individual courses within the program were not approved for horizontal movement because of late submission. If not part of an approved program, both reimbursement and horizontal movement will be forfeited for courses beyond B+24. If the college/university changes the course before the meeting of the first class, a new course approval form must be submitted **as soon as possible**. Course approval forms are used as invoices for reimbursement and they must accurately reflect the course information.
4. Classes must be graduate level from an accredited college/university and also be part of the approved list of institutions listed in the collective bargaining agreement. Classes must meet for a minimum of 36 contact hours with the professor. If a class has less than 36 hours, the graduate credits may be reduced proportionately. Classes involving computers may be evaluated separately due to the intrinsic nature of their content.
5. The courses selected should be within the area of the employee’s current assignment. Course requests are evaluated on an individual basis, although the following general guidelines are used:
  - a. Direct relationship to one’s current assignment and his/her content responsibilities.
  - b. The application of instructional strategies and learning theories, such as, courses in motivation, cooperative learning, classroom management, etc.
  - c. Courses directly applicable and/or relevant to the District’s Comprehensive Plan, such as courses in inclusionary practices, the application of technology, alternative student assessment, etc.
6. After the class is completed, the employee must send a copy of the grade report and paid detailed receipt of the course to Human Resources. These documents must contain the course name, the college name, the student’s name and the grade and/or costs in order for reimbursements to be processed. All reimbursements are submitted to the Board for approval. Each course approval form submitted to HR for reimbursement will be returned to the employee stating the expected date of reimbursement. ***A grade report is necessary from the college granting the graduate credit, not the grades professors send out informally.***
7. The reimbursement rate is determined by the CBA, not the tuition of the course. For the current contract, a grade of “B” or above will be reimbursed as follows:
  - Employees with a **Bachelors** degree and earning the first 24 credits towards a Masters, with a Grade B or above:
    - \$225 per credit hour or \$675 for a 3 credit course
  - Employees with a **Bachelors** degree and earning credits above the 24 credits already earned towards a Masters, with a Grade B or above:
    - \$180 per credit hour or \$540 for a 3 credit course
  - Employees with a **Masters** degree earning credits beyond their Masters with a Grade B or above:
    - 90% of \$180 per credit hour, or \$486, for a 3 credit course inside of subject area
    - 50% of \$180 per credit hour, or \$270, for a 3 credit course outside of subject area (Personal Betterment / Affective Growth)Teachers who are on approved leave are eligible for reimbursement when they return to their assignment provided they have submitted courses for approval according to the above.
8. Only **12 credits** will be reimbursed in a school year between Sept. 1<sup>st</sup> and August 31<sup>st</sup>, with **not more than 6 of those 12 credits** eligible for reimbursement between Sept. 1<sup>st</sup> and April 30<sup>th</sup>.