

**Monona Grove School District Graduate
Credit Tuition Reimbursement
(Approved by BOE June 25, 2014)**

The District will reimburse teachers 50% of actual tuition costs (up to a maximum of \$400 per credit) for graduate credits earned and completed during their employment with the District, in work toward a Master's or Doctorate degree, and for other graduate credits otherwise as approved by the District. Reimbursement shall be limited to a maximum of twelve (12) credits per contract year, unless approved by the District. Reimbursement shall be made in one (1) payment, upon successful completion of the course.

This proposal is effective for all courses completed after February 1, 2014 (beginning with 2nd semester of 2013-2014 school year) and prior to August 15, 2015 (2015 summer session).

Approval Process

Coursework must be at the graduate level at and directly related to the teacher's current assignment or improvement of professional competence. If the District determines that a special need exists, pre-approval may be given for coursework other than in the field of the current or future certification. Undergraduate courses may be approved only if they meet a specific and defined need.

The types of coursework eligible for tuition assistance include the following:

- Graduate degree
- Professional development
- Instructional improvement
- Additional DPI licensure area (e.g. a teacher who has an elementary license and wishes to add a Reading certification)
- Renewal of existing DPI license

Guidelines

1. Reimbursement is limited to tuition costs only at an accredited institution of higher education.
2. Reimbursement for full-time teachers will be made at the rate of 50% of the tuition cost (up to a maximum of \$400 per credit). Reimbursement for part-time teachers will be prorated based on the teacher's full-time equivalent.
3. Reimbursement is limited to 12 credits per fiscal year – July 1st through June 30th.
4. For coursework taken as part of a Master's or Doctorate Degree program, a list of all courses required for the program and of copy of the acceptance letter from the College or University must be submitted for approval.
5. Reimbursement will be made if a grade of "B" or better is obtained or a grade of pass in a pass/fail course.
6. The teacher shall obtain approval from the superintendent of schools prior to enrollment in any course for which tuition assistance is sought (beginning with fall semester of 2014-2015 school year).

Factors that may be considered as a basis for course approval/rejection, include, but are not limited to the following:

1. Relates to current program.
2. Relates to new program.
3. Relates to curricular needs of staff member.
4. Relates to management skills of staff member.
5. Relates to instructional need of staff member.
6. Relates to course requirements of a degree program.
7. Relates to need for culturally enriching experience.
8. Relates to identified deficit/weakness which must be given priority consideration.
9. Meets generally accepted academic standards, e.g., required readings, papers, exam, etc.
10. Rigor of proposed coursework.

May 17, 2017 Update: Upon successful completion of the course, reimbursement shall be made in one (1) payment through Accounts Payable, up to a maximum of \$5,250 per calendar year. Any reimbursement payments over \$5,250 per calendar year will be paid through payroll.