

Mercer Area School District
Graduate Course Pre-Approval Form

This **pre-approval** form must be completed for all courses taken for which you will be requesting tuition reimbursement. Complete this form and email it to the Superintendent **at least two-weeks prior to the start of the course**. Courses that are not pre-approved will not be eligible for tuition reimbursement but may be eligible for horizontal salary movement.

Name: _____ Date Submitted: _____

College/University: _____

Course Number: _____ Course Title: _____

Course Start Date: _____ Course End Date: _____

College/University Accreditation: (Check agency associated with the college/university accreditation)

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| <input type="checkbox"/> Middle States (MSCHE) | <input type="checkbox"/> North West (NMCCU) | <input type="checkbox"/> Northwest Commission (NWCCU) |
| <input type="checkbox"/> Commission on Institutions (CIHE) | <input type="checkbox"/> Higher Learning (HLC) | |
| <input type="checkbox"/> Southern Association (SACSCOC) | <input type="checkbox"/> WASC Senior (WSCUC) | <input type="checkbox"/> other _____ |

Is this course accepted by the college/university as part of a graduate degree program? YES NO
(e.g. Masters', PH.D., Ed. D.)

Is this course accepted by the college/university as part of a certification program? YES NO
(e.g. English as a Second Language, Special Education Supervisor, Reading Specialist)

Please explain how this course relates to the field of education or your current position with Mercer Area School District:

Include below the URL to the course description through the college/university website or attach a copy of the course description to your request. _____

To be completed by superintendent:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Superintendent Signature: _____		Date _____

Criteria Considered for Course Pre-Approval

Each request will be considered on a case-by-case basis and no case will constitute a precedent or establish a practice requiring approval of any other request.

- The course is offered through an accredited college or university.
- The course relates to the field of education or the position in which the employee is assigned. (Employee must provide a copy of the course description/syllabus.)
- The course will be accepted by the college/university as part of a degree program in that college/university.
- The course will be accepted by the college/university towards PDE teacher certification.

** For course reimbursement, please complete and submit the Tuition Reimbursement Form to the superintendent's office.*