

**Graduate Hours Approval Committee
Criteria for Approval of Graduate Courses
for District Salary Credit**

1. Approval will be granted only if requested prior to beginning the course.
2. Approval will be granted for graduate level courses, which involve rigorous, in-depth training and support District goals. Credit is not available for undergraduate courses or for District staff development workshops.
3. The training must provide direct and tangible benefits to instruction. A description of such benefits must be provided in all requests for credit, as well as a plan for implementing instructional improvements.
4. No salary credit will be available for training that a teacher is paid to attend through District non-grant funds, nor for graduate coursework when tuition is paid through District or grant sources. If training occurs during the workday, salary credit is not available.
5. Transcripts or grade reports must be submitted at the conclusion of the courses.
6. Individuals employed as special education teachers, who possess provisional, standard elementary, or standard secondary certificates, may receive salary credit for approved graduate hours taken to fulfill the requirements of the special education certificate.
7. Salary credit will only be awarded for graduate level courses that provide a direct benefit to the District or to an employee's current job function. In the event the employee transfers to a position in which such coursework would be of value to the District, the employee may submit a request for credit to the Graduate Hours Approval Committee.

Casa Grande Elementary School District
Request for Salary Credit

Name _____ Position _____

List the course(s) you plan to take:

Course No.	Course Title	Educational Institution	Scheduled Completion Date

Describe the course(s) in the space below. Attach descriptions from the course catalog, if available.

Describe the instructional improvements that are anticipated upon completion of this coursework, and explain how your completion of the above coursework would be of benefit to students.

Is this course included in the program of study for an advanced degree? Yes No

Teacher's Signature

Date Submitted

The above coursework is approved not approved for salary credit.

Upon completion of the above coursework, please submit documentation to the Human Resources Department to post in your academic record.