**North Pekin-Marquette Heights School District 102**

**Master’s Degree Program Approval Request Form**

Teacher Name Date

University/College

Program Description

Intended Start Date

Type of Degree Earned Upon Completion (M.A., M.S., etc.)

How is instruction for courses delivered? (online, traditional classroom setting, etc.)

Typical duration of a course in this program? (month, quarter, semester, etc.)

Typical number of semester hours granted per course taken

Total number of semester hours needed to complete this program

**\*On a separate sheet of paper, describe how the courses you take as a part of this program will benefit you as a teacher in District 102/**

**\*In addition, attach a summary of the graduate program from the university handbook or web page.**

**Procedures:**

* Teacher completes this request form and submits to the Superintendent for approval.
* Superintendent approves or denies the request and returns copies to the teacher and the teacher’s file.
* If approved, teacher can begin enrolling in courses, but must complete a course approval form prior to each course taken.

**For Office Use**

Program Approved Program Denied Date

Comments:

Superintendent Signature

**5.8 TUITION REIMBURSEMENT**

1. Staff members shall be reimbursed at the rate of 100% the tuition and fees for graduate level courses or graduate level credit offered at workshops attended by the teacher towards an area of benefit to the teacher and the district or towards an advanced degree for the nearest state college when having demonstrated proficiency by earning a grade of B or better. Work shall be in the area of benefit to the teacher and the district and shall have prior approval of the Superintendent.
2. The district will pay 100% of the tuition and fees, for graduate level courses, at the rate of the nearest state college, when having demonstrated proficiency by earning a grade of B or better, for one class every two years toward recertification for each certified employee as long as the class is in education or in the teaching field of the certified staff member and/or benefits the district.
3. In the event a teacher is directed to take a class and/or monies are available through a grant or an additional professional development revenue source, a teacher may take an additional class beyond those stated above.
4. Total Tuition Reimbursement for all reimbursement scenarios listed above will be subject to a district maximum of $15,000 per year. Courses with a start date prior to August 1 shall count as previous year coursework.
5. Upon request of the Federation, the district shall inform the Federation president, or designee, of the remaining balance of the tuition reimbursement funds as well as all pending tuition reimbursement requests.
6. The district shall notify a staff member with the decision about approval for coursework within ten (10) working days of electronic submission by the staff member.
7. Staff members seeking course approval must indicate in writing the intent of remaining a full-time staff member in District #102 for a minimum of one (1) complete school year after earning tuition reimbursement. A teacher who leaves the district prior to the completion of one (1) full year after earning tuition reimbursement will incur a deduction in pay equal to any amount reimbursed within the one (1) year prior to his/her departure.