

**CLINTON TOWNSHIP SCHOOL DISTRICT
GRADUATE COURSE APPROVAL REQUEST FORM**
(Separate forms must be submitted for each course taken)

SRS PMG RVS CTMS (Circle One)

Name of Staff Member: _____

Name of College, University or Website:

Semester and Year course will be taken: _____

Name and number of Course _____ Number of Credits _____

Is this a Graduate course? Yes _____ No _____

Is this course being taken for Certification? Yes _____ No _____

What type of Certification? _____

Degree standing at completion -- MA _____

Please ATTACH the course requirements for degree completion.

Employee's Signature

Date

Reimbursement to staff members whose course application has been approved will be made in accordance with the terms and conditions of the Agreement by and between the Clinton Township Board of Education and the Clinton Township Education Association.

Approval by the Superintendent does not guarantee tuition reimbursement.

Staff members are entitled to be reimbursed for two graduate courses for each school year in accordance with the rate per credit not to exceed the in-state tuition cost charged by Rutgers University during the same semester in which the course is taken.

Application Deadlines:

Fall Courses – August 1

Winter Courses – October 1

Spring Courses – December 1

Summer Courses – May 1 ---- Specify Dates: _____

Beginning and Ending Dates

Staff members should submit this form in its entirety first to the Director of Curriculum.

A fully executed copy will be returned for your records.

DIRECTOR OF CURRICULUM APPROVAL

Approved _____

Disapproved _____

Director of Curriculum's Signature

Date

SUPERINTENDENT'S REVIEW (Approval does not guarantee tuition reimbursement)

Approved _____

Disapproved _____

Superintendent's Signature

Date

BOARD OF EDUCATION REVIEW

Approved _____

Disapproved _____

Board Secretary's Signature

Date