REBUILDING NAME:  
_____________________________________________________________________________________________
ARTICLE  
Greenville 
Governors 
Chicago 
Bradley 
Erikson 
OTHER: 
_____________________________________________________________________________________________

| 1. Approved Colleges and Universities for Certified and Support Staff: (Please circle one) |
|-----------------------------------|-----------------------------------|-----------------------------------|
| Augustana College | Illinois Institute of Technology | Roosevelt University |
| Aurora University | Illinois State University | Saint Xavier University |
| Benedictine University | Lewis University | School of the Art Institute of Chicago |
| Bradley University | Loyola University | Southern Illinois University-Carbondale |
| Chicago School of Professional Psychology | McKendree University | Southern Illinois University-Edwardsville |
| Chicago State University | Millikin University | Trinity Christian College |
| Columbia College Chicago | National Louis University | Trinity International University |
| Concordia University | North Central College | University of Chicago |
| Depaul University | Northeastern Illinois University | University of Illinois-Champaign/Urbana |
| Dominican University | Northern Illinois University | University of Illinois-Chicago |
| Eastern Illinois University | North Park University | University of Illinois-Springfield |
| Elmhurst College | Northwestern University | University of St. Francis |
| Erikson College | Olivet Nazarene University | VanderCook College of Music |
| Governors State University | Quincy University | Western Illinois University |
| Greenville College | Rockford University | Wheaton College |

OTHER: 
______________________________
Complete proposal Form  
Approved through Communication Committee Process

Junior Colleges-Support Staff Only (Please circle one)  
______________________________
Carland Community College  
Heartland Community College  
Illinois Central College  
Lincoln Land Community College  
Parkland Community College  
Spoon River Community College  
OTHER: ________________
Complete proposal Form  
Approved through Communication Committee Process

Course Name: ____________________________________________________________

(A separate course approval form is required for each course)  
Is this course part of a cohort? Yes or No (Please circle one)  

Course Number: ________________ Online Course (Yes or No)__________ # Credit Hours: _____________

Date Course Work Begins: ______________________ Date of Completion: ______________________

Currently enrolled in Masters or Doctorate Program (Yes or No) ________

(Staff/course approval form/fy20/fy20 Course App.)
2. CERTIFIED AND SUPPORT STAFF:

**ARTICLE VIII — COMPENSATION AND FRINGE BENEFITS**

**N. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS**

2. Certified Staff
   a. All hours of credit for tuition reimbursement, tuition waiver, or for advancement on the salary schedule shall be earned from either a state university in Illinois or an institution identified on a list to be set by the Communications Committee and must meet one of the following conditions:
      
      i. Completed courses that the awarding college or university will accept in an accredited graduate program.
      ii. Completed courses that the Illinois State Board of Education will accept toward licensure under NCLB requirements.

The following course is-

(Please check)

_____ INCLUDED IN AN ACCEPTED GRADUATE DEGREE PROGRAM, and/or

_____ ACCEPTED TOWARD CERTIFICATION AS HIGHLY QUALIFIED UNDER NCLB

3. SUPPORT STAFF ONLY:

**ARTICLE VIII — COMPENSATION AND FRINGE BENEFITS**

**N. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS**

3. Support Staff
   a. All hours of credit for tuition reimbursement shall be earned from either a state university or junior college in Illinois or an institution or junior college identified on a list to be set by the Communications Committee and must meet one of the following conditions:
      
      i. Completed courses that improve skills related to the Support Staff member’s assignment or job description.
      ii. Completed courses that the awarding junior college or university shall apply towards an associate degree in education or bachelor’s degree in education.

The following course -

(Please check)

_____ APPLIES TOWARDS AN ASSOCIATE DEGREE OR BACHELORS DEGREE IN EDUCATION

_____ RELATES TO MY ASSIGNMENT OR JOB DESCRIPTION

BELOW LINE FOR OFFICE USE ONLY:

________________________

**Building Principal Submission**

☐ Course approval request submitted to
   Director of Human Resources

________________________

Principal Signature

________________________

Date Submitted to DHR

________________________

**Director of Human Resources Approval**

☐ The above request is approved.
   ☐ Waiver
   ☐ Tuition Reimbursement

☐ The above request is denied.
   ☐ Form submitted after deadline.
   ☐ Already at 12 credit hour/calendar year limit.

Other __________________________

________________________

Director of Human Resources