

NAME: _____



YEAR 2020-2021

___ Fall-Due Aug. 10th ___ Spring-Due Dec. 10th ___ Summer-Due May 10

BUILDING: _____

**REQUEST FOR COLLEGE/UNIVERSITY
2020-2021 COURSE APPROVAL**
(A separate form is required for each course.)

COMPLETE BOXES: Certified Staff - Sections 1, 2, 3

Support Staff - Sections 1, 2, 4

ARTICLE VIII – COMPENSATION AND FRINGE BENEFITS

N. TUITION REIMBURSEMENT, SALARY SCHEDULE ADVANCEMENT AND WAIVERS

1.a. No more than 12 credit hours earned in any calendar year may be applied toward tuition reimbursement or advancement on the salary schedule.

1.d. Advancement on the salary schedule shall be awarded retroactively for all applications submitted with the required proof within 6 months of completed coursework. All other applications shall become effective upon submission of proof.

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)

- | | | |
|---------------------------------|--------------------------------|--|
| Carl Sandburg Community College | Lincoln Land Community College | OTHER: _____ |
| Heartland Community College | Parkland Community College | Complete proposal Form |
| Illinois Central College | Spoon River Community College | 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

