



NAME: \_\_\_\_\_

YEAR \_\_\_\_\_

\_\_ Fall-Due Aug. 10th \_\_ Spring-Due Dec. 10th \_\_ Summer-Due May 10

BUILDING: \_\_\_\_\_

## REQUEST FOR COLLEGE/UNIVERSITY 2019-2020 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/fy19/2018-2019 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

