

**Allegany-Limestone Central School District
Graduate Course Credit Form**



Allegany-Limestone Teachers' Association Agreement

July 1, 2014 – June 30, 2017

Article XIX, F., NOTE III:

4. Undergraduate credits shall be eligible for inclusion in the computation of graduate credit hours only when the course is of direct benefit to a particular teaching assignment and is pre-approved for graduate credit by the Superintendent.
5. Prior approval of the Superintendent is required for salary payment for graduate course hours beyond the completion of the Master's Degree.
6. No course required for certification in New York State shall be eligible for consideration and approval.
7. In order to obtain the credit the teacher must submit a request to the Superintendent prior to registration for the course. The Superintendent must approve the course. The Superintendent's decision is final and not subject to the grievance procedure.

Article XIX, G. Professional Learning Stipend Chart

Part I: To be completed before registration for the course and submitted to the office of the Superintendent. It will be signed and returned to the teacher. Please note no other copy will be made or secured by district office.

Teacher Name:

Building: Choose one

Assignment:

Course Name:

Credit Hours:

Course Description:

Institution:

Department:

Course Date:

Program:

Intended Compensation: Graduate Hour Payment Learning Stipend

Approved Disapproved Reason: _____

Comments: _____

Signed _____ Date _____
Superintendent

I intend to use this for the professional learning stipend.

Part II: To be submitted to the superintendent upon completion of the course. Attach an official transcript or have one mailed to district office.

Successful completion has been verified for an additional _____ Graduate Hour credits.

Successful completion has been verified for _____ Learning Stipend points.

Additional credits will not be honored. Reason: _____

Signed _____ Date _____
Superintendent

The Superintendent will forward to the business office and file. A copy will be sent to the teacher for his or her records.