

**Professional Personnel**

**Exhibit – Subject Approval**

**SUBJECT APPROVAL FORM**

NAME OF EMPLOYEE \_\_\_\_\_

GRADE OR SCHOOL \_\_\_\_\_

SUBJECT \_\_\_\_\_

DATE SUBJECT TAKEN (BE SPECIFIC) \_\_\_\_\_ TO \_\_\_\_\_  
(BEGINS) (ENDS)

WHERE IS THIS SUBJECT TO BE TAKEN? \_\_\_\_\_

FROM WHAT SCHOOL? \_\_\_\_\_

WHAT GRADUATE DEGREE ARE YOU WORKING ON? \_\_\_\_\_

ARE YOU RECEIVING FINANCIAL AID FOR THIS SUBJECT? \_\_\_\_\_

SUBJECT NUMBER	NAME	CREDITS
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employees will be reimbursed \$50 per credit hour for the actual tuition costs incurred, provided, however, that Employees will not be reimbursed for courses towards attainment of Type 75 certificate, doctorate, or Superintendent certificate. All course work requires pre-approval of the Superintendent. Reimbursement shall be based upon the following conditions:

- A. Course work shall be accredited college courses.
- B. Course work must be directly applicable to the employee's work (i.e. job specific) in the Granite City School District. If the employee seeks course work outside of the field of the employee's current assignment, approval of such course work will be made by the Superintendent on a case-by-case basis.
- C. Superintendent's approval must be received prior to enrollment in the course.
- D. Employees on a leave of absence or a sabbatical leave shall not be eligible for tuition reimbursement.
- E. Reimbursement shall be applicable to the year course work is successfully completed.
- F. Reimbursement will be made upon presentation of a grade report or transcript and proof of payment for that course.
- G. Reimbursement will only be made if the employee completes the course and receives a grade of "B" or higher, or if the course is "pass-fail," the employee received a "pass."
- H. No payment will be made for any courses taken for which the individual is receiving financial aid, such as scholarships or federal grants.
- I. Requests for compensation of a completed course shall be made within twelve weeks after the closing date of a quarter or semester.

Employees desiring professional improvement in their field, but who are unable to find such a course offered by an institution accredited by North Central Association of Secondary Schools and Colleges or its equivalent accrediting agency shall receive compensation for taking the course from a non-accredited institution so long as the course or program meets state requirements for certification and/or licensure.

APPROVED BY SUPERINTENDENT \_\_\_\_\_ DATE \_\_\_\_\_

Reviewed: 06/08/2021

Renumbered: 07/12/2023 (Was 5 330 E3)