



Application for Graduate Course Work Approval

Remsen Central School District

Employee Name:

Date:

Position:

Courses for consideration must be approved by the Superintendent prior to taking the course and upon successful completion of the course for compensation. The final grade for the course may not be lower than a B. A final grade of B-minus or lower will not be acceptable for compensation, even if given prior approval. Compensation will be per the RTA contract.

PRIOR APPROVAL of GRADUATE CREDIT HOURS

[prior to taking course(s)]

Course Number	Course Title	Institution	Credit Hours	Dates of Course	Required for Masters Degree <i>Yes or No</i>

For each course that the applicant seeks prior approval for district compensation per the RTA contract, please write a description of the course and rationale for how this course will:

- help you in your pursuit of required degree for professional practice eligibility or certification
- benefit the instructional program at Remsen Central School District
- strengthen professional practice in terms of skill and/or experience
- contribute to the success of Remsen students

Your course description and rationale should be attached to this application.

Superintendent's Signature for prior approval

Date

FINAL APPROVAL of GRADUATE CREDIT HOURS

[after successful completion of course(s)]

The actual course that was originally applied for must be the course completed.

Official transcripts must accompany this application for final approval upon successful completion of the course(s) and submitted to the Superintendent. When official transcripts are received, and final approval is granted, transfer of payment for credits will be made per the RTA contract.

Course Number	Course Completion Date	Final Grade	Unofficial Transcripts Attached <i>Yes or No</i>	Official Transcripts Received by District

Superintendent's Signature for final approval

Date



Soar to Success