

St. Charles CUSD 303
Professional Growth
Salary Schedule Credit Procedures

GRADUATE LEVEL/ UNIVERSITY COURSES

To be eligible for district salary schedule credit, graduate level/university courses require a **Request for Pre-Approval of Courses form** to be submitted and approved by your Principal and Chief Academic Officer, **prior** to the first meeting of the course.

NOTE: Graduate level/university credits and non-mentor in-district credits earned before the awarding of a Master's degree do not carry over for additional salary schedule credit beyond the MA lane.

IN-DISTRICT COURSES

In-district courses taken for salary schedule credit do not require pre-approval from the district.

NOTE: Only in-district mentor program credits “roll over” for additional salary schedule credit (maximum of 8 mentor credits) beyond the MA lane if the educator completes a Master's degree after completion of the mentor program credits.

SALARY SCHEDULE LANE CHANGES

Submit a **Request for Salary Schedule Lane Change form** and transcripts to the Human Resources dept. by the deadlines stated below. Eligible salary schedule lane changes for 1st semester are effective on the first December pay period and for 2nd semester on the first April pay period and will be retroactive to the beginning of the semester in which the transcripts were received by the Human Resources dept.

DEADLINES

Official transcripts and all forms must be received by Human Resources to be eligible for district salary schedule credit:

- **November 15th** for 1st semester
- **March 15th** for 2nd semester.

If you have any questions, contact Laurel Bergren, HR Manager at (331) 228-4902 / Laurel.Bergren@d303.org.

St. Charles CUSD 303
Professional Growth
Request for Pre-Approval of Courses

Name: _____ School: _____

Current Assignment: _____ Current Salary Schedule Placement: _____

I have read and understand Article 19.1 – 19.9, Professional Growth, in the current SCEA Professional Agreement:

Employee Signature

Date

I. List each course and include all the course information requested below:

	Name of College/ University	Course Number (graduate level)	Course Name	Course Credits (Semester)	Part of a Degree Program Yes/No	Year /Term	Dates and Times	Location	Select Course Format:	
									*On-line / Classroom	Non-Traditional
1										
2										
3										
4										
5										
6										
7										

***On-line/Non-Traditional** courses require documentation be submitted verifying the course meets district criteria as stated below.

II. Degree Program – If yes, what degree are you working towards? _____

III. Reviewed and Approved by Principal/Designee (Verifies that course is related to professional assignment)

Principal/Designee Signature

Date

IV. Approved for Salary Schedule Credit Not Approved for Salary Schedule Credit

Comments: _____

Chief Academic Officer Signature

Date

DISTRICT 303 - APPROVAL FOR SALARY SCHEDULE CREDIT

Salary Schedule Credit for University Programs

In order for courses to apply for salary schedule credit, all of the following criteria must be met:

1. be at the graduate course level;
2. be applicable toward a recognized graduate degree program offered by a recognized and accredited institution of higher education;
3. be professionally related to the teacher's assignments unless prior approval is given by the Superintendent or his/her designee; and
4. be acquired by means of an actual course of study in a semester, quarter, or summer format, but not less than fourteen (14) classroom hours of instruction per semester hour credit.
5. Official transcripts reflecting academic graduate credits earned are due by November 15th for 1st semester or March 15th for 2nd semester.
6. *NOTE: University graduate credits and non-mentor in-district credits earned before the awarding of a Master's degree do not carry over for salary schedule credit beyond the MA lane. Only in-district Mentor program credits "roll over" for credit (maximum of 8 mentor credits) beyond the MA lane if the educator completes a Master's degree after completion of the mentor credits.*

National Board Certification

To receive the districts NBCT stipend (\$1,000 per semester), submit a copy of your current PEL/License indicating the completion of National Board Certification. DUE by November 15th for 1st semester or March 15th for 2nd semester.

Salary Schedule Credit for Out-Of-District Non-University Programs

Staff members who wish to receive District salary credit for a course/workshop which is not offered by the District and is not being taken for university credit must have the course pre-approved. This can be done by completing a Request for Pre-Approval of Courses form (including the approval of your immediate supervisor) and submitting it to the Executive Director of Human Resources. If approved, staff members must submit to the Executive Director of Human Resources a form completed and signed by the course/workshop instructor verifying attendance and course completion. One semester hour of credit will be given for every 14-20 contact hours of instruction. Credits will not be given in fractions.

In-District Professional Learning Courses

Staff members do not need to complete the pre-approval form for in-district courses.

Requirements for Non-Traditional Courses (including On-Line courses)

Non-traditional courses must be similar in rigor and requirements to traditional graduate level courses.

Non-traditional courses must meet all of the following criteria for approval:

1. **Course Rigor:** Materials, assignments, assessments, and level of complexity must be similar to traditional courses. Graduate level credit must be offered by a recognized and accredited institution of higher education.
2. **Collaboration and Discussion:** Multiple opportunities to collaborate and discuss the content of the course must be required in the course. This criterion may be met through such requirements as discussion board dialogues, face-to-face meetings (i.e., hybrid courses), synchronous sessions, feedback from other course participants, or other similar requirements
3. **Instructor Feedback:** Regular and ongoing feedback is required and provided by the instructor to the participant. This criterion may be met by instructor feedback on assignments and required throughout the course, instructor feedback on discussion boards, or other similar requirements.
4. **Instructor Credentials:** Course instructors must have appropriate credentials for the course. Minimally, the instructor must possess a Master's degree in the area of the course content or a closely related field.

The educator seeking a non-traditional course approval must submit documentation that the course meets the above criteria along with the Request for Pre-Approval of Courses form. Typically, a course syllabus will provide the required documentation. Each course will be evaluated and approval given on its own merit. Previous approvals of a course, institution, or service provider do not guarantee that the non-traditional course will receive approval.

Non-Eligible Salary Schedule Credit

Professional conferences will not be counted for credit. A conference is defined as a series of sessions on various topics given by different presenters. Credit will not be given for workshops taken during school hours.

St. Charles CUSD 303
Professional Growth
Request for Salary Schedule Lane Change

Name _____

Date _____

School _____

Assignment _____

Check one box in each column.

Current Lane:

- BA
- BA + 8
- BA + 16
- BA + 24
- MA
- MA + 8
- MA + 16
- MA + 24
- MA + 32
- MA + 45
- MA + 60
- PHD/NBCT PLAN A

Lane Change to:

- BA + 8
- BA + 16
- BA + 24
- MA
- MA + 8
- MA + 16
- MA + 24
- MA + 32
- MA + 45
- MA + 60
- ED.D / PH.D

1. **Graduate credits** – submit an **official transcript** to the Human Resources dept. Graduate credits must have been pre-approved by the district to be eligible for district salary schedule credit. Human Resources will accept **electronic official transcripts** only if sent directly from the university to the following district email: Laurel.Bergren@d303.org OR official transcripts may be mailed to the district:
 Community Unit School District 303
 Human Resources / Bergren
 201 South 7th Street
 St. Charles, IL 60174
2. **In-District credits** - attach a copy of your **My Learning Plan transcript** for in-district credits earned and submit by the deadlines stated below.
3. **DEADLINES:** Official transcripts and all forms must be received by Human Resources to be eligible for district salary schedule credit by:
 - November 15th for 1st semester
 - March 15th for 2nd semester.