

**St. Charles CUSD 303  
Professional Growth for  
Salary Schedule Credit Procedures and Forms**

**UNIVERSITY GRADUATE COURSES / DEGREE / CERTIFICATION PROGRAMS**

To be eligible for district salary schedule credit, university graduate-level courses, degree and certification programs, require pre-approval from your Principal and the Director of Instructional Practice **prior** to beginning your courses/program.

Submit your Request for Pre-Approval of a Degree Program or Certification form and/or Request for Pre-Approval of Courses form(s) to Pam Jensen, Senior Director of Professional Learning at the Haines Center.

**D303 IN-DISTRICT COURSES**

In-district courses taken for district salary schedule credit or district mentor credits do not require the pre-approval form.

*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**

When anticipating a lane change, submit a **Request for Salary Schedule Lane Change form** and **Official Transcripts** to the Human Resources dept. before the deadline of January 15<sup>th</sup>.

Eligible salary schedule lane changes are effective on the February 15<sup>th</sup> pay period and are retroactive to the beginning of the current school year. For individuals whose degree was awarded in December or January, the salary credit will be retroactive to the first work day after winter break.

**DEADLINE – JANUARY 15th**

Official transcripts and In-district transcripts of completed in-district course credits must be received by the Human Resources dept. by **January 15<sup>th</sup>** to be eligible for a district salary schedule lane change.

Official transcripts may be ordered and sent directly from the university to the following district email: [Jacqueline.Stopka@d303.org](mailto:Jacqueline.Stopka@d303.org) or by mail to: CUSD 303-Human Resources, 201 South 7<sup>th</sup> Street, St. Charles, IL 60174.

Any questions, contact Human Resources dept.

Community Unit School District #303  
St. Charles, Illinois

## **Request for Pre-Approval of Courses Addendum for \*Learner's Edge Courses**

*\*Graduate credit provided through various accredited universities - ie: Augustana College/SD, Colorado State Pueblo, North Dakota State, Univ. of St. Thomas/MN or other accredited universities.*

Per agreement by the Professional Growth Committee, in order to attain approval for a course from Learner's Edge and assure that the course meets District 303 criteria, you must agree to the following conditions:

- 1) Join the discussion forum through Learner's Edge. Discuss the content of the course with other educators in the forum. A minimum of three to four posts is required.
- 2) Communicate with the instructor of the course about the course content. A minimum of two to three interactions with the instructor is required.
- 3) Maintain documentation of the above interactions.
- 4) Earn a grade "A" in the course.

All Learner's Edge courses will still be considered on a course by course basis per District 303 criteria.

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ School/Dept. \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

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

Name: \_\_\_\_\_ A# \_\_\_\_\_ 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  
Professional Learning is designed to enhance and extend your understanding of a topic or subject area. It is the expectation  
that any application of this learning is in alignment and support of the D303 curriculum and/or instructional program.*

**Employee Signature**

**Date**

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

	Name of College/University	Course Number (graduate level)	Course Name	Graduate Course Credits (Semester)	Part of a Degree Program Yes/No	Year/Term	Dates and Times	Location	<b>Select Course Format:</b> 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. University transcripts are required in order to obtain credit(s) for D303.

**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

**Director of Instruction Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Comments: \_\_\_\_\_

**Submit form to Pam Jensen, Senior Director of Professional Learning or email  
Pamela.Jensen@D303.org**

## 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 January 15<sup>th</sup>.
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.

### 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 Human Resources Director of Administrative Services. If approved, staff members must submit to the Human Resources Director of Administrative Services 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 \_\_\_\_\_ A# \_\_\_\_\_ 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** – University Graduate credits must be ***pre-approved*** by the district to be eligible for district salary schedule credit by using the **Request for Pre-Approval of Courses form**.
2. **Official transcripts** may be sent directly from the university to the following district email: [Jacqueline.Stopka@d303.org](mailto:Jacqueline.Stopka@d303.org) or mail to CUSD 303 Admin Center, Attn: Jackie Stopka / HR Dept., 201 South 7th Street, St. Charles, IL 60174
3. **In-District credits** - attach a copy of your current Frontline-Professional Growth in-district transcript for district credits completed by the January 15<sup>th</sup> deadline.
4. **Deadline:** Submit all official transcripts and in-district transcripts to the Human Resources dept. by the deadline of **January 15th**.