

PERSONNELPROFESSIONAL PERSONNEL - GRADUATE HOUR CREDIT

Subject to the provisions of the Professional Agreement between the Board of Education and the Carol Stream Education Association, teachers who earn graduate hour credit may be advanced on the salary schedule provided the following requirements have been met:

1. The teacher must submit preapproval for graduate courses to the Superintendent in advance.
2. The Superintendent may accept or reject the graduate courses based on their alignment to District initiatives or the District's Strategic Plan.
3. Once preapproval for the graduate courses is given and the courses taken, the following conditions must be met prior to the teacher receiving the appropriate salary schedule placement:
 - a. All hours must be earned at an accredited university.
 - b. A grade of "B" or higher must be obtained for each course.
 - c. An official transcript from the university demonstrating successful completion must be on file in the District's Administrative Office.

Teachers may move only one lane in any given school year. Teachers may request lane movement due to earned graduate credit hours at two different times during the school year. Official transcripts must be submitted by October 15 or by January 15 to result in lane movement.

Adopted: March 10, 1983
Revised: December 8, 1988
Revised: March 12, 1998
Revised: April 9, 2020