

COLLEGE CREDIT RECORDS For college credit hours, employees shall request the college or university to send an official transcript directly to the Human Resources Department for all college credit. Grade reports will not be accepted.

REIMBURSEMENT FOR COLLEGE CREDIT Reimbursement is granted for hours toward the next higher degree. Additional pay is not granted toward a second master's degree plan.

Reimbursement is paid one time each year for the hours earned within each school year upon receipt of an official transcript (September – August). All documentation including official transcripts must be received in the Human Resource Office by November 1. Payment will be made within 45 days.

While employed by the District, certified professional, paraprofessional, and auxiliary employees shall be reimbursed \$25 for each hour of college credit earned with a C average or above, or a P in a P/F course from an accredited college or university, with a limit of \$750. Each credit must be a requirement of an approved degree plan preferably in the field of education, signed by the university advisor and on file in the personnel office, not to exceed 30 semester hours above a bachelor's, master's, or doctoral degree.

Any semester hours completed that are not a part of a degree plan shall be approved in writing in advance by the assistant superintendent or designee to be eligible for reimbursement; the course taken must be related to the field of education. Official transcripts of hours taken must be sent directly to the Human Resources Department for payment.

LIMITS When an advanced degree is conferred, reimbursement for additional hours shall cease. However, reimbursement may again be granted for hours toward the next higher degree. Reimbursement shall not be granted for hours toward a second master's degree plan.