



Hingham Public Schools
Graduate Level Course Approval Form

Your Information

Name:		Today's Date:	
Reimbursement Checks will be mailed to Home Address	Street Name and Number:		
	City:		
	State:	ZipCode:	
School:		Grade/Subject:	
Current Lane/Step:		Anticipated date of next degree change:	

Course Information

I hereby request that the following course(s) be accepted according to the terms of Article XXXIX (39.6) and XLII (42.1, 42.2, and 42.3) of the teachers' contract (see page 2 of this document) and confirm the following:

Course Description is attached

Course is at graduate level and from an accredited institution

Course Name	Course #	Accredited Institution	Completion Date	Credits	Est. Cost

Course Approvals

Dept Director/Principal Signature:	Date:
Assistant Superintendent Signature:	Date:
Approved for Grad Credit: Yes No	
Approved for Reimbursement: Yes No	
(Must have one year of employment under HEA contract to be eligible for reimbursement)	

Central Office Use Only

PO #:	Vendor #:
Account #: R23506 5281	Estimated Approval Amount



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Article XXXIX Salaries

39.6 Degrees and courses used for advancement to a higher salary scale are subject to the prior approval of the Superintendent, attainment of a grade of B- or equivalent, and must be at a graduate level from a college or university accredited by any of the recognized accrediting organizations or the American Council on Education.

(a) Effective August 31, 2015, no more than twenty-four (24) graduate credits may be used for salary advancement within a twelve (12) month period. Credits in excess of twenty-four (24) shall be banked for use at a future time.

(b) Subsection (a) above, shall cease to be effective with the beginning of the 2019-2020 school year, and the following provisions shall thereupon take effect:

1. No teacher may move from the Masters scale to the Masters +60 scale in fewer than four school years.
2. No teacher may move from the Masters scale to the Masters +30 scale in fewer than two school years.

Article XLII Professional Development and Educational Improvement

42.1 The Committee will reimburse a teacher for tuition and fees for college course(s) or professional training school course(s) approved by the Superintendent which are taken with the advance written approval of the teacher's immediate supervisor and the Superintendent. A teacher may be reimbursed only for course(s) commenced after the completion of his first full year of teaching in the Hingham Public Schools.

42.3 To receive reimbursement the teacher must: (a) complete the course(s) with a grade of at least B- or equivalent, (b) present to the Superintendent the official transcript of the course(s) and grade(s) and a receipted bursar's bill within thirty (30) days after issuance of final grades, but not later than June 15 of any year, and (c) not be receiving financial assistance for such course(s) from any other source (e.g. scholarship, G.I. Bill).