

RUMSON SCHOOL DISTRICT  
Rumson, New Jersey

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Non-Traditional Graduate Course Request

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Non-traditional graduate course options will be considered only after the following has been completed:

A. Schedule a conference to present your proposal to the Superintendent and Supervisor of Curriculum. Conference Date and Time: \_\_\_\_\_

1. Name of College or University: \_\_\_\_\_

Course # \_\_\_\_\_ Course Title \_\_\_\_\_ Credits \_\_\_\_\_

Attach course description beginning and ending dates; meeting place(s), number of classes/sessions; length of each class/session; accredited by the NJDOE, etc.

2. Attach a one page summary of how this graduate class supports and builds your skills in your present assignment.

3. Are you enrolled in a degree program? Yes No (circle one)

If yes, provide the program and degree: \_\_\_\_\_

If no, attach a brief explanation of your future professional goals and how this course supports your personal goals as they relate to our schools.

C. Signatures/Authorization

Signature of Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Approval: Yes No (circle one)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Approval: Yes No (circle one)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

D. Reimbursement:

Request for non-traditional graduate course reimbursement may only be completed upon receipt of approval. Teacher shall not be eligible for tuition reimbursement until after the attainment of tenure. This provision shall not apply to teacher employed prior to January 1, 2006.

c: Superintendent, Board Office, Staff Member