

RUMSON SCHOOL DISTRICT  
Rumson, New Jersey

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GRADUATE COURSE APPROVAL

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

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

On approval of the Superintendent, the Board shall reimburse employee's tuition costs for further study up to a maximum amount, per academic year, equal to the tuition for costs for six graduate credits at Rutgers, the State University. Please use one form per course and submit your request for graduate course approval at least **ten (10) work days** before course begins.

A. Are you requesting approval for a traditional graduate course, offered by an accredited College or University, on campus, for a full semester? **Yes**  **No**

1. If yes, complete the following:

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

b. I am requesting approval for the following course:

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

c. Attach course description.

d. When does this course begin and end?

Course begins: \_\_\_\_\_ (date) Course ends: \_\_\_\_\_ (date)

e. Are you enrolled in a degree program? **Yes**  **No**

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

2. If no, are you requesting approval for a non-traditional graduate course? **Yes**  **No**   
If yes, complete the non-traditional graduate course request form and schedule a conference to present your request to the Superintendent and Supervisor of Curriculum.

B. Signatures/Authorizations:

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

Superintendent's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

C. Reimbursement:

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

cc: Superintendent, Board Office, Staff Member