



# Midland Public Schools

Inspiring Excellence

## APPROVAL REQUEST - PROFESSIONAL COURSES

Name (please print): _____	Position: _____
School: _____	ID #: _____

### INSTRUCTIONS

- 1. Requestor** Complete the approval form for the contract year (mid August - mid August or by semester), **PRINT, SIGN** and submit the form to your Principal/Supervisor for signature.
- 2. Principal/Supervisor** Sign, date, approve or deny and return to requestor to submit to the Human Resources department.
- 3. Human Resources** Email signed course approval form to the requestor.

**Courses must be approved by the Human Resources Department prior to enrollment.**

College or University: _____	Michigan Public University: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Apply course(s) to:	<input type="checkbox"/> II - Master's	<input type="checkbox"/> III - Master's+30	<input type="checkbox"/> Master's+45 <small>only eligible for previous Tier 1 employees</small>
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Select one:	<input type="checkbox"/> Semester Course Approval <input type="checkbox"/> Contract Year Course Approval (mid-August to mid-August)
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Course Number	Course Name	Start and End Date	Credit Hours
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____

### MCEA Bargaining Agreement - Appendix B Excerpts *(review all contract language PRIOR to applying for course approval)*

A. 1. To qualify for a higher category on the salary schedule, all advanced study hours must be in the area of the teacher's teaching major or minor or must be in a program approved by an institutionally accredited college or university leading to a master's degree or a degree beyond the master's degree. Courses graded as pass/fail (not including internship experiences or similar courses) will not be eligible for salary advancement.

Section D. Semester hours of credit beyond the master's degree must be graduate credits with a grade of B or better.

Section F. In order to advance beyond the master's degree the required hours, as defined in the salary schedule Appendix A, must be earned subsequent to obtaining the master's degree.

Section G. Teachers in an approved Master's or other advanced degree program may earn up to a maximum of 18 credits per school year. Any additional credits earned beyond the 18 credits in the approved program will not be applied to the following school year.

**Teachers earning credits beyond a Master's or other advanced degree program may earn up to a maximum of 18 credits per school year. All coursework must be preapproved by Human Resources. No additional credits beyond the 18 credits in a school year will be counted toward salary advancement.**

If a district promoted and approved training results in a teacher earning more than 18 credits in a school year, all earned credits will count toward salary advancement in the school year the credits were earned.

**Courses or programs completed through a State of Michigan public university are not subject to these restrictions (may earn at any pace). The district will reimburse tuition costs from any course taken at a Michigan public university at a rate of \$75 per credit hour if the grade earned is a 'B' or higher.**

Any employee that was enrolled in an approved course/program before February 1, 2025 will be allowed to finish the program under previous policy/practices. Course/program requests after February 1, 2025 are subject to the new conditions. Tuition reimbursement will begin for courses/programs approved as of the contract implementation date.

### Signatures and Approval/Denial

Requestor: _____	Date: _____	
Principal/Supervisor: _____	Date: _____	Approval <input type="checkbox"/> Yes <input type="checkbox"/> No
Human Resources: _____	Date: _____	Approval <input type="checkbox"/> Yes <input type="checkbox"/> No