



UNIVERSITY of WISCONSIN-GREEN BAY

College Credit in High School (CCIHS)

Pre-Approval Request for Professional Development Stipend Payment

Please complete this form; send original form and supporting documents to Patrick Neuenfeldt, neuenfep@uwgb.edu

Forms must be completed and have received approval prior to registration.

Teacher Information		
Name:		
School:		
CCIHS Course(s) Taught:		
Proposed Course Information		
Course Title:		
Course Number:		
Institution Offering Course:		
Number of Credits:		
Course Start Date:		
Course End Date:		
Course Days and Times:		
Tuition/Funding Information		
Total Tuition Cost : \$		
Maximum Reimbursement: \$		
<i>Note: Maximum reimbursement is the lesser amount of:</i>		
<ul style="list-style-type: none"> • Current graduate credit course tuition at UW-Green Bay • Cost of credit at institution offering the course • Requests for reimbursement will not be approved if the teacher's district reimburses for credits. • The maximum reimbursement is \$551.73 per credit. 		
Required Attachments		
<input type="checkbox"/> Supporting statements from employee and supervisor addressing the following questions and any other comments: <ol style="list-style-type: none"> 1) Description of course from course catalog. 2) If the course is not through a UW institution, briefly explain why an alternative is not available at a UW institution. 		
Review and Signatures		
College Credit in High School Director reviews course to determine if it will fulfill HLC requirements. UW-Green Bay faculty and/or staff may be asked to review to determine applicability of the course to HLC requirements and UW-Green Bay department requirements. The College Credit in High School Director will send e-mail notice of approval or denial to the instructor. To initiate the reimbursement process, instructor submits a Request for Professional Development Stipend Reimbursement form. By submitting this request, teachers are acknowledging that their school district will not provide reimbursement for these credits.		
Employee Signature	Date	Approved Notes: Denied
College Credit in High School Director	Date	