



## **Graduate Courses for College Credit in High School Instructors**

### **Purpose**

This policy outlines assistance for College Credit in High School (CCIHS) instructors who need additional graduate credits to meet requirements set by the Higher Learning Commission (HLC). HLC policy 3.C.2 requires concurrent enrollment instructors to have a master's degree in the discipline they are teaching. If the teacher's master's degree is in another discipline, they need to have at least 18 graduate credits in the discipline or equivalent tested experience. CCIHS teachers approved prior to 2018 through June 30, 2019 may be eligible for reimbursement of up to 18 graduate credits needed to meet this requirement. Payment will be made in the form of a professional development stipend payment following the rates described below.

This stipend payment policy is subject to availability of funding. Changes in the CCIHS program may alter these policies. Reimbursement will only be provided if the partnering high school does not offer tuition reimbursement for the teacher.

### **Qualifying Courses**

In order to qualify for the stipend payment, courses must be preapproved by the CCIHS Director. By submitting a request for reimbursement, teachers are confirming their school district will not provide reimbursement for the course tuition. Courses will only be approved if they will count towards an instructor's compliance of HLC policy 3.C.2.

### **Reimbursement Rates**

Coursework may be taken at any regionally accredited higher education institution. Coursework at the University of Wisconsin – Green Bay or other UW System institutions is encouraged.

Maximum stipend payment per credit is limited to the graduate credit rate at the University of Wisconsin – Green Bay for the semester in which the course starts. (Currently \$520.75 per credit for Fall 2018). Total credit stipend payment is limited to 18 graduate credits.

Administrative processing fees, books, supplies and travel costs are not reimbursable.



## Process

1. Review of credentials – All CCIHS instructors will have their current credentials reviewed by University of Wisconsin – Green Bay faculty departments to determine their current approval and how many additional discipline specific graduate credits they need. Results of this audit will be emailed to teachers and building principals by December 1, 2018.
2. Instructor chooses a course and submits a Request for Tuition Reimbursement Preapproval form – Forms are submitted to the CCIHS office for review and approval before the teacher registers for the class. Preapproval forms should be submitted as soon as possible before the start of the class. Forms submitted less than 2 weeks before the class starts may not be approved in time.
3. CCIHS office will approve or deny the course and notify the instructor. Once approved, the instructor can register and pay for the class.
4. Completion of class – Once the course is completed, the instructor must submit a Request for Professional Development Stipend Payment form to the CCIHS office. Instructors must attach a copy of the passing final grade report or notice of successful completion of the course and a copy of the tuition/fee payment receipt. The stipend payment will be sent via check approximately after the completion of the class.

## Note

Recipients of professional development stipends are solely responsible for the tax consequences of receipt of this stipend and are solely and exclusively responsible for the reporting of any compensation derived from labor as required by the United States Internal Revenue or the Wisconsin Department of Revenue.