



### COURSE APPROVAL FORM

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Place an X for: Fall Semester \_\_\_\_\_ Spring Semester \_\_\_\_\_ Summer \_\_\_\_\_

**Please read carefully:** Submit your Course Approval Form to your Principal/Supervisor first and then to the Superintendent's office prior to registration. The Central Office will forward to you a copy of this form, indicating administrative review and action. After receiving notification of approval, register and pay for the course(s). Requests received after registration will not be approved or reimbursed. Reimbursement will occur upon successful completion of the course as verified by submission of an official transcript and acceptable receipt of payment. Submit your reimbursement requests to the Superintendent's office.

Accredited School, University, or Institution at which course will be taken:	
Name and Catalog Number of Graduate Level Course:	Date and Time of Course:
Course Description (please be specific and attach copy from institution):	
Number of credits to be earned:	
Name and Catalog Number of Graduate Level Course:	Date and Time of Course:
Course Description (please be specific and attach copy from institution):	
Number of credits to be earned:	

As stated in the Agreement between the OEA and the Oradell BOE, the Board shall pay teachers for up to nine (9) credits of graduate work per year at the rate of half the Rutgers Graduate rate per credit. Classes must be from an accredited program (<https://www.chea.org/search-institutions>), and the class must result in graduate credits (not course units). Class credits must count toward the completion of a graduate program accredited in education either at the university offering the class or alternately at a Rutgers University graduate program, although you do not have to be enrolled in the program.

Teacher's Signature \_\_\_\_\_

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Recommended \_\_\_\_\_ Not Recommended \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_