

**COURSE APPROVAL/  
ANTICIPATED SALARY CHANGE**

Name \_\_\_\_\_ Date of Notice \_\_\_\_\_

Received by Central Office: Date \_\_\_\_\_ By: \_\_\_\_\_

I would like approval of the following graduate courses that will eventually qualify me for a change in salary classification and meet the requirements as outlined in the Master Contract, Article IV(D):

CLASS	CREDITS	UNIVERSITY

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Course Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
District Administrator's Signature

Will completing these courses allow you to make a Lane Change? \_\_\_\_ Yes \_\_\_\_ No

If yes, effective date of change: School Year \_\_\_\_\_

\_\_\_\_\_ First Semester

\_\_\_\_\_ Second Semester

(over)

## **Please refer to NUE Master Agreement, Article IV – Compensation**

- D. "... a teacher gives **written notice of intent by June and presents evidence to the Superintendent of Schools by September 10 for qualifying for a higher bracket as a result of summer school attendance or his/her written notice of intent by October 1 and evidence to the Superintendent of Schools by February 1** for qualifying for a higher bracket as a result of attendance during the first semester, in which case the teacher's contract will be adjusted to the appropriate bracket on the schedule. The district shall provide forms on which the notice of intent and evidence of completion of course work must be submitted. Failure to use the District's forms or to provide the requested information is grounds for denial of salary schedule movement."

"Effective July 1, 2006, teachers may advance laterally on the salary schedule for taking credits that are related to the teachers' subject area and are approved by administration. Approval by the administration for credits related to a teacher's subject area or Masters degree program shall not be unreasonably withheld."

"All credits earned toward a Masters degree program approved by the administration shall be allowed toward lateral schedule movement. A degree in administration is considered an approved master's degree program. Teachers who, as of September 20, 2007, are enrolled in a Masters degree program shall continue to have the credits applied to lateral movement on the salary schedule."

"Credits earned after July, 1, 1998, must be graduate credits, unless otherwise approved by administration."

"Up to 8 credits earned after July 1, 1998, and prior to July 1, 2005 shall be considered approved for lateral movement onto the BA+16 or BA+24 lanes subject to Article IV; paragraph H. Credits earned between July 1, 2005 and June 30, 2006 are subject to Article G of the 2005-2007 contract."

**Article G of the 2005-2007 contract:** "Teachers may advance laterally to the B.A.+16 or B.A.+24 steps for taking credits that are either related to the teacher's subject area or by taking credits that are approved in advance by Administration. Effective with credits earned after July 1, 1998, all credits earned for lateral advancement **must be graduate credits.**"

**Please Note:** Evidence of completion of course work means college transcripts, copies of the same, or grade slips indicating satisfactory completion of the course(s).