

Personnel -- Certified

Salary Guides

College and university graduate level study shall be accepted as formal credit when positive evidence in the form of an official transcript has been submitted to the Office of the Superintendent or his/her designee. Only prior approved formal credit shall be considered for proper placement or movement on all salary schedules.

The "appropriate salary step" for acceptable teaching experience shall be determined by:

1. The Superintendent of Schools or his/her designee;
2. Any contractual language.

In the event undergraduate courses are included on an approved graduate planned college/university program, such credits will be considered as formal credit but may not exceed nine (9) academic undergraduate credits toward salary placement.

Graduate courses undertaken by professional staff members separate from a planned college or university program must be approved in advance or upon time of hire by the Superintendent of Schools or his/her designee to be considered for salary credit. This requirement applies to all graduate courses undertaken by the teacher.

A planned program is defined as a series of graduate level academic courses taken at an accredited educational institution which are considered equivalent to those programs required at the colleges and universities granting professional certificates. Such planned programs must be approved by the student's academic college advisor prior to being approved by the Superintendent or his/her designee. Alternatives to such planned programs may be approved by the Superintendent or his/her designee.

I. Bachelor's Degree

Placement on the appropriate salary step will be granted for all professional personnel who have a Bachelor's Degree in accordance with their acceptable teaching experience on the Bachelor's salary schedule.

II. Bachelor's Degree + 30 Graduate Hours

Placement or movement on the appropriate salary step will be granted for all professional personnel who have obtained prior approval from the Superintendent or his/her designee for thirty (30) hours of graduate study beyond the Bachelor's Degree in a planned program at an accredited institution, but where the Master's Degree has not been awarded.

Personnel -- Certified

Salary Guides (continued)

III. Master's Degree 5th Year Level

Placement or movement on the appropriate salary step will be granted for teachers who have completed an accredited college or university course program leading to the Master's Degree in a related educational field (e.g. M.A., M.S., M.Ed., M. Music, etc.).

IV. Master of Arts + 1 Professional Certificate Sixth Year Level

Placement or movement on the appropriate salary step will be granted for teachers who have completed academic credits beyond the Master's Degree as follows:

- A. Only those courses undertaken after completion of the Master's Degree or Fifth Year academic program shall be considered for M.A. + 1 or Sixth year salary level.
- B. Teachers who have earned an additional Master's Degree, a certificate of advanced graduate study, a sixth year professional diploma, or thirty (30) academic hours beyond the previously awarded Master's Degree in a approved planned program from an accredited institution which is in their teaching field or an approved related area shall be placed on the appropriate salary step of the M.A. + 1 schedule.

V. Doctorate Degree

Placement or movement on the appropriate salary step will be granted for teachers who have completed an accredited college or university course program leading to the Doctorate Degree in a related educational field (e.g. Ph.D., Ed.D., Ph.D. Music, J.D., etc.).

Policy adopted: April 19, 1982
 Policy revised: September 26, 1995
 Policy revised: April 3, 1996
 Policy revised: May 5, 1997
 Policy revised: October 20, 2008

EAST HARTFORD PUBLIC SCHOOLS
 East Hartford, Connecticut

East Hartford Public Schools
Division of Human Resources

Request For Prior Approval of Graduate Level Courses

Name _____

Social Security Number _____

Current teaching position and location(s): _____

College/University for course work: _____

Name of Advisor _____ Phone _____

Check one: Course work will lead to:

- _____ Bachelor's Degree +30 in _____
- _____ Master's Degree in _____
- _____ 5th Year Level in _____
- _____ Master's Degree +1 in _____
- _____ Professional Certificate in _____
- _____ Sixth Year Level in _____
- _____ Doctorate in _____

Is this a planned program? _____ A copy of your approved planned program signed by your academic advisor must be attached.

Date first course taken _____

Date you expect to complete this program _____

If applicable, attach a statement to clarify any aspect of this request you feel may be necessary. I submit this request as a fair and accurate assessment of my planned graduate work.

Signature _____

Below For Office Use Only

Date of review(s) _____ by _____
Conference date(s)

Action Taken:

_____ Request approved on _____ by _____
_____ Request disapproved on _____ by _____
Reason(s) for disapproval:

East Hartford Public Schools
Division of Human Resources

Request For Change to Previously Approved Graduate Level Courses

Name _____

RE: Approved Request for Graduate Courses dated _____

Social Security Number _____

Current teaching position and location(s): _____

College/University for course work: _____

Name of Advisor _____ Phone _____

Check one: Course work will lead to:

_____ Bachelor's Degree +30 in _____

_____ Master's Degree in _____

_____ 5th Year Level in _____

_____ Master's Degree +1 in _____

_____ Professional Certificate in _____

_____ Sixth Year Level in _____

_____ Doctorate in _____

Is this change a part of your planned program? _____ A copy of your approved modified planned program signed by your academic advisor must be attached.

If applicable, attach a statement to clarify any aspect of this request you feel may be necessary.

Signature _____

Below For Office Use Only

Date of Review _____ by _____

Conference date(s)

Action Taken:

Request approved on _____ by _____

Request disapproved on _____ by _____

Reason(s) for disapproval: