



August 2023

**CLIFFSIDE PARK PUBLIC SCHOOLS**  
**Office of the Superintendent of Schools**  
Municipal Complex  
525 Palisade Avenue Cliffside Park, New Jersey 07010  
Tel: 201-313-2300 Fax: 201-943-7050

To: All Staff  
From: Office of Superintendent  
Subject: Graduate Course Approval

If you are planning on registering for graduate courses, please be advised of the following:

**Step 1:** The graduate school you are applying to **MUST** be on the NJDOE approved list. It is your responsibility to follow the link below in order to determine if your school is listed:

1. Go to: [www.chea.org/search/default.asp](http://www.chea.org/search/default.asp)
2. This will bring you to the page where you can type in the name of your graduate school.

**Step 2:** Please review the guidelines in this “**Graduate Course Approval Information.**”

**Step 3:** Submit the **Graduate Course Approval Form.**

1. If you are applying for Tuition Reimbursement, the form **MUST BE submitted prior to August 31<sup>st</sup> of the coming year you intend to take courses.**
2. If you are **NOT** applying for Tuition Reimbursement, you **MAY** submit the form at any time during the school year but prior to the semester you will be actively enrolled. For example: If you are taking courses in the Fall, submit the form in the summer or if you are taking courses during the spring semester, submit the form in the fall. In either case, **you should receive approval prior to registering.** If you have any questions concerning this process, please contact the Superintendent’s office.



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## Graduate Course Approval

Staff members who want to take graduate level courses must:

1. Submit a Graduate Course Approval Form prior to enrollment in any graduate level courses(s).
2. **The graduate level courses(s) must be in the applicant's field of certification and MUST be directly related to current job assignment.**
3. Each course must be approved by the Superintendent of Schools prior to the course's first meeting. As per Board Policy 6472, courses not related to current job assignment or future job responsibilities will not be approved and will not qualify for movement across the guide, as well as not being eligible for tuition reimbursement.
4. To qualify for tuition reimbursement:
  - a. Complete and submit the Graduate Course Approval Form with all necessary documentation **NO LATER THAN AUGUST 31<sup>ST</sup> FOR TUITION REIMBURSEMENT CONSIDERATION.**
  - b. Teachers must have **Four or more years (tenure)** of service to the district for a maximum of \$2500 reimbursement (annually).
  - c. Money will be divided equally amongst the applicants.
  - d. Teachers will receive reimbursement at the end each school year after completing proper forms, receiving approval and showing evidence of a grade of B or higher.
  - e. **Staff members MUST remain in the district for at least 3 years after receiving tuition reimbursement.** If a staff member retires or leaves the district before the required 3 years, he or she MUST refund all tuition reimbursement monies received during the past 3 years.

## Movement Across Guide

1. Staff members MUST complete the Request for Change in Salary Classification form in order to move across the guide.
2. Only credits previously approved by the Superintendent of Schools will be considered for movement across the guide.
3. Credits not approved by the Superintendent of Schools are ineligible for movement as well as tuition reimbursement.
4. **All forms** must be received by the Superintendent's Office no later than August 31<sup>st</sup> of the coming school year. **FORMS RECEIVED AFTER THIS DATE WILL NOT BE PROCESSED UNTIL THE FOLLOWING SCHOOL YEAR.**



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5. **Official graduate transcripts for coursework completed must be received and verified by September 1st in order to be considered for change in salary. Transcripts received after this date will not be considered until the following school year.**