

**KILLEEN INDEPENDENT SCHOOL DISTRICT  
GRADUATE CREDIT HOUR REIMBURSEMENT PROGRAM**

The purpose of this program is to provide an incentive that will encourage individuals to pursue graduate hours/master's degrees in a content area in order to teach KISD students at higher levels. The benefit to the district is that as participants take graduate hours in the content areas the coursework enhances their capacity to teach at higher levels.

REIMBURSEMENT

Graduate credit hours eligible for reimbursement

English / Political Science / Economics / History / Mathematics / Science (referred to as a reimbursement path) represent specific content areas for which graduate hours/degrees can be pursued and reimbursement received via a dual credit reimbursement stipend. Leveling courses will not be eligible for reimbursement.

Personnel eligible for graduate credit hours

Middle and High school teachers who are eligible to participate in this program include those who are certified through grade 12 in one of the identified content areas, have an approved application for the credit reimbursement program on file with the district, and have completed an academic year teaching within the district.

PROGRAM

1. An application for the graduate credit hour reimbursement program is completed. The district will establish a committee to review and approve applications; this committee will be comprised of the four high school principals, the Executive Director for Secondary Leadership, the Assistant Superintendents, and the Chief Human Resources Officer. The application includes provisions coupling the graduate credit hour reimbursement with a future obligation of teaching service to the district. The application includes the submission of a master's degree plan or for those with a master's degree a plan for 18 graduate credit hours. For the purposes of this reimbursement program, reimbursement for the cost of every 3 graduate hours will obligate the individual to teach one semester with the district immediately following the semester in which the graduate hours were earned. A document which holds the applicant to this obligation will be signed as part of the application process.
2. Applications will be approved for graduate credit hour reimbursement within one of the six specified content areas, i.e. English/Political Science/Economics/History/Mathematics/Science. The number of applications approved will be based on need as identified by the district superintendent.
3. An invoice for graduate credit hours is reimbursed directly to the institution or to the individual upon presentation of proof of successful completion of the graduate course work. The district will reimburse up to a level which is equal to the tuition and fee structure of Texas A&M University Central Texas. Hours for which reimbursement is sought must be from a graduate program at an institution of higher education that is recognized by Central Texas College for meeting faculty teaching requirements and in the content areas of English/Political Science/Economics/History/Mathematics/Science.\*

4. The district monitors the reimbursement program and limits all participants to one change in reimbursement path provided that the change is made prior to the completion of 7 graduate credit hours. The reimbursement for participants with a master's degree is limited to no more than 24 graduate hours. The reimbursement for participants without a master's degree is limited to the number of graduate hours required for the content master's degree (individuals pursuing a master's degree are limited to one change in degree plan with the change being made prior to the completion of 7 graduate credit hours).
5. The district ensures that hours for which reimbursement has occurred culminate in a grade no less than a B.
6. Starting with the 2007-2008 school year, a \$3,000 annual stipend will be provided to anyone who meets the dual enrollment teaching requirements and teaches full time (4 periods) in the content area of their dual enrollment teaching eligibility. Additionally, teachers who meet the criteria to teach dual enrollment<sup>1</sup> and teach a dual enrollment course, an AP course, or an IB course for both semesters will be paid an additional \$2,000 annual stipend beginning in the 2007-2008 school year. Details concerning this stipend are found in Procedure VI-EE.

\*CTC Recognizes courses from institutions accredited by, • New England Association of Schools and Colleges, Commission on Institutions of Higher Education; • Middle States Association of Colleges and Schools, Commission on Higher Education; • North Central Association of Schools and Colleges, Commission on Higher Education; • Northwest Association of Schools and Colleges, Commission on Colleges; • Southern Association of Colleges and Schools, Commission on Colleges; • Western Association of Colleges and Schools, Accrediting Commission for Senior Colleges and Universities.

<sup>1</sup>In order to teach dual enrollment courses, the requirements are that an individual hold a master's degree in the subject or hold a master's degree with 18 graduate hours in the subject.

DATE: November, 2006  
August 2015

CONTACT PERSON: Chief Human Resources  
Officer

GRADUATE CREDIT HOUR REIMBURSEMENT PROGRAM APPLICATION

NAME \_\_\_\_\_ EMPLOYEE ID \_\_\_\_\_

CAMPUS \_\_\_\_\_ EMPLOYMENT DATE \_\_\_\_\_

TEACHING CERTIFICATE(S) (include subject and grade level for each certificate held):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list subject area for graduate degree/coursework \_\_\_\_\_

Have you completed a master's degree? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you plan to complete a graduate degree? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of the University you plan to attend: \_\_\_\_\_

Anticipated date of enrollment \_\_\_\_\_

**REQUIRED ATTACHMENTS:** Please attach a copy of your master's degree plan or, for those holding a master's degree, a plan listing the specific graduate credit classes to be completed to meet the 18 semester graduate hours in a specific content (English/Political Science/Economics/History/Mathematics/Science).

I have received and read the requirements for the "Graduate Credit Hour Reimbursement Program" (Administrative Procedure VI-MMM). I understand that should I be selected to participate in this program, I must follow the procedures set forth by the District for reimbursement. I further understand that for each 3 credit hours of reimbursement, I agree and shall teach one semester with Killeen ISD immediately following the semester in which the graduate hours were earned (e.g., if I am reimbursed for 6 hours of credit completed in the Fall 16 semester, I am required to teach for Killeen ISD during the Spring 17 and Fall 17 semesters). **In the event I do not complete my teaching obligation, I agree to pay and shall pay to KISD all sums received by me for which I did not meet the teaching obligation. This amount shall be due and payable upon termination of employment with KISD. The amount shall be deducted from my KISD paycheck with any remaining balance due at termination.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<p><i>For Office Use Only</i> Certified at appropriate level _____ Completed an academic year of teaching _____ Master's degree/coursework plan _____ Application complete _____</p>
--