

**Tully Central Schools  
Tully, NY 13159**

**Application for Approval for Graduate Course for Credit Toward Salary**

**This must be approved at all stages prior to the start of the graduate course.**

A copy will be returned to you in writing or electronically upon approval.

Date of Application: \_\_\_\_\_

Employee Name: \_\_\_\_\_

**Proposed Course Information**

Number: \_\_\_\_\_ Title: \_\_\_\_\_

College, University or Agency: \_\_\_\_\_

Catalog Description: \_\_\_\_\_

Course Start Date: \_\_\_\_\_ Number of Credit Hours: \_\_\_\_\_

*If the course is not in your general subject field or in the field of education, please state your reasons for your request for approval:*

Approved – The above course is approved and upon satisfactory competition in accordance with the Tully Teacher’s Association Contract 2007-2010, will be recommended to the Board of Education as past of the requirements for salary adjustment.

Disapproved – The reason for disapproval is as follows:

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Superintendent of School Signature*

\_\_\_\_\_  
*Date*

*Salary credit for graduate hours or the completion of a Master’s Degree is computed in October for each year. Applications for salary adjustment and supporting records of completion must be submitted by October 1st<sup>h</sup>.*