

Guidelines for Graduate Course Reimbursement Approval - Out of District Coursework

In determining which courses will be approved for reimbursement, this chart will be consulted. Please note that the decision is a holistic one - this chart is meant to show the continuum of characteristics and describe points on the continuum that will be taken into consideration. Educators should submit their requests for reimbursement approval to the appropriate content-related Director.

The district is committed to providing high quality professional learning opportunities to all educators that align with district goals and support the academic, social, and emotional needs of all students. The district has partnered with Tufts University for science-content related PD and Lesley University for both literacy and trauma-sensitive training and support. Utilizing our own staff and their expertise, we are able to provide job-embedded technology, literacy, math, and science PD.

Please remember to consult the [DESE Recognized Accrediting Organizations](#) when researching professional development opportunities for recertification of a professional level license.

	Characteristics that are preferred for credits/reimbursement	Characteristics that might be of concern	Characteristics that can disqualify a course
Provider	College	Professional Organization or Specialized Program	Commercial Vendor
Instructor	Professor or College-Affiliated Instructor	Educator Affiliated with Professional Organization or School	Unknown credentials
Mode of Instruction	Face-to-face or combination of face-to-face & online	Synchronous online or combination of synchronous & asynchronous	100% Asynchronous
Length of course	Reflective of college term	6 months- a year to complete	No required completion date
College Credits	College credits directly from the college/university that is providing the class	Instruction by organization with credits provided by college that we would accept the credits in their own program; the credits become part of a college transcript Examples: RBT, Responsive Classroom	Credits provided by a college that is selling the credits to the vendor

Other characteristics of a class that would strengthen the likelihood of approval are:

- The connection between the needs of students and/or school and district goals.
- A cohort of educators taking a class which they would then share out with colleagues at school, or directly apply to curriculum and work with students.

Online graduate courses will be approved for reimbursement using the following criteria:

- The online course has a specific start and end date with a minimum of 15 hours of work per graduate credit;
- The online course is not designed as a self-paced "module" course without a specific beginning and ending date;
- The online course has a designated instructor or instructors, and a cohort of students who are participating in the course simultaneously;
- The online course requires regular weekly interaction with the professor, such as discussion boards that require the class members to log in and participate in discussions;
- The online course has regular weekly interactions with other students, such as discussion boards that require class members to log in and to participate in discussions;
- The online assignments are regular, posted and graded by the professor;
- The online course has graded mid-term and/or final examination or project;
- The online course is offered directly by a regionally accredited college or university, and not through an unaccredited educational "partner;"
- The online course offers graduate credit, and not other measurements such as quarters and points.