

V. Academic Supplements

A. PROCEDURES FOR INDIVIDUAL REQUESTING ACADEMIC SUPPLEMENT:

1. Present proof of acceptance into a graduate program (Master's, Doctorate, or Certificate of Advanced Graduate Study) to the Personnel Department of Caroline Schools. Usually this proof would be a letter of acceptance into the Graduate program.
2. Mail or bring an official transcript of all complete course work to the Personnel Department of Caroline Schools. Advanced degrees must be posted on the transcript as conferred or awarded.
3. Complete the Academic Supplement application and submit it to the Personnel Department of Caroline Schools.

B. Rules

1. Academic supplements are posted once a year in September at the beginning of a new school and payroll year. All new academic supplement applications must be filed on or before September 10th each year. If individuals complete courses after September 10th, the academic supplement cannot begin until the following school year.
2. In order to qualify for an academic supplement, teachers and administrators must submit written verification of acceptance into a Graduate Program, transcripts, and an Academic Supplement Application.
3. The Graduate Program in which the teacher or administrator is enrolled shall be related to their present assignment with one exception: graduate study in school administration and supervision will be accepted for teachers and administrators regardless of the present assignments. The Superintendent or his designee shall determine, on an individual basis, whether graduate work is related to an assignment. Teachers seeking enrollment in graduate programs may wish to inquire of the Superintendent or his designee regarding this rule prior to enrolling.
4. Academic supplements are paid only for graduate work toward an advanced degree. In order to be eligible for the Master's + 15 credits, the applicant must be working toward a certificate of advanced study (CAGS) or doctorate, for example. Academic supplements will not be paid to applicants who earn a second same-level degree, nor will an applicant be paid for hours accumulated without being in a degree program. The assumption is that the teacher or administrator will advance to the next highest degree.

If you are eligible for a new academic supplement for the next school according to the above procedures and rules, please fill out the Academic Supplement Application and return it with documentation to the Personnel Department no later than September 10th. Academic Supplements for the current year will not be added after September 10th for any reason.