

North Adams Public Schools
Course Approval Application

Name: _____

School: _____ Area of Specialization: _____

Course: _____ Number: _____

Course Start Date: _____ Course Completion Date: _____ No. of Credits: _____

Is this Course in Your Area of Specialization: Yes [] No []

College/University: _____

Total Cost of Registration and Tuition: _____

Are you receiving any Payment for this Course from any Other Source?: Yes [] No []

Amount of Reimbursement Requested: _____

Approved for Increment:

Superintendent of Schools

Date

Approved for Reimbursement:

Superintendent of Schools

Date

Comments:

Please Note the following:

- A College/University Course Description must be attached to this form
- Course approval must be received prior to the start of the course
- A transcript of marks and proof of payment must be submitted before reimbursement will be issued.

Signature of Staff Member*

Date

*Signature indicates that staff member has read and fully understands the information stated above.

cc: original to Payroll clerk, Applicant, Superintendent

If this is an on-line course the reverse side must be completed.

North Adams Public Schools
On-Line Course Approval Application

Principles and Guidelines of On-line Courses
Accepted by
The North Adams Public Schools
For Academic Advancement

Name of College/University: _____

Title of On-line Program or Graduate Course: _____

Criteria	Yes	No	NA
This on-line program/course is offered by an accredited college or university.			
This on-line program/course is taught by an instructor or adjunct instructor of said college or university.			
The academic standards of this program/course are the same as those for other programs/courses delivered at the institution where they originate.			
Student learning outcomes in the on-line program/course are comparable to student learning outcomes in programs and courses offered at the campus where they originate.			
Each program/course results in learning outcomes appropriate to the rigor and breadth of the degree or certificate awarded.			
Each program/course provides for appropriate real-time or delayed interaction between faculty and students and among students.			
The institution ensures that the technology used is appropriate to the nature and objectives of the course.			