



UNIVERSITY of WISCONSIN-GREEN BAY

College Credit in High School (CCIHS)

Request for Professional Development Stipend Payment Preapproval

Please complete this form through signature lines at bottom; send original form and supporting documents to Crystal Williams at williamc@uwgb.edu. **Forms must be completed and have received approval prior to registration.**

Teacher Information		
Name: School: CCIHS Course(s) Taught:		
Proposed Course Information		
Course Title: Course Number: Institution Offering Course: Number of Credits: Course Start Date: Course End Date: Course Days and Times:		
Tuition/Funding Information		
Total Tuition Cost : \$ Maximum Reimbursement: \$ <i>Note: Maximum reimbursement is the lesser amount of:</i> <ul style="list-style-type: none">• Current graduate credit course tuition at UW-Green Bay• Cost of credit at institution offering the course• Requests for reimbursement will not be approved if the teacher's district reimburses for credits.		
Required Attachments		
<input type="checkbox"/> Supporting statements from employee and supervisor addressing the following questions and any other comments: <ol style="list-style-type: none">1) Description of course from course catalog.2) If the course is not through a UW institution, briefly explain why an alternative is not available at a UW institution.		
Review and Signatures		
College Credit in High School Director reviews course to determine if it will fulfill HLC requirements. UW-Green Bay faculty and/or staff may be asked to review to determine applicability of the course to HLC requirements and UW-Green Bay department requirements. The College Credit in High School Director will send e-mail notice of approval or denial to the instructor. To initiate the reimbursement process, instructor submits a Request for Professional Development Stipend Reimbursement form. By submitting this request, teachers are acknowledging that their school district will not provide reimbursement for these credits.		
Employee Signature	Date	
College Credit in High School Director	Date	Approved _____ Denied _____ Notes: _____