

Application Process for BOCES Graduate Stipend Program Policy

10/01/15

The Graduate Stipend program is available for full time Casper College administration and faculty and full time Natrona County School District #1 (NCSD #1) administration and certified staff.

In the fall 2015, the BOCES board began implementing a new application process for the graduate stipend program. To explain briefly, awards will be prioritized according to the primary BOCES mission to support endeavors that are mutually beneficial to both NCSD and Casper College students. The stipends will be awarded through a priority process. Thus, in terms of stipends for degrees, the highest priority is one that qualifies an NCSD teacher to teach an articulated concurrent Casper College course offered at the high schools, especially one that currently lacks a qualified teacher. Degrees for NCSD teachers that do not qualify them to teach concurrent courses, or degrees for Casper College instructors (who are already qualified), are a lower priority. This is due to the fact that Higher Learning Commission credential guidelines require that instructors of bachelor's transferable courses have a master's degree, and at least 18 graduate hours in the discipline being taught (or in a closely related discipline). Credential guidelines for instructors of associate-degree careers and technical courses vary.

All applicants must complete the new application form and mail it by US Post to the BOCES manager. Application due dates are December 1st, February 1st, May 1st and July 1st. Once the application is received it will be given to the committee for review. Applicants will be notified of their status within 45 days after the deadline. Once the applicant is accepted into the program they can begin requesting stipends. A \$700 stipend is awarded for up to three semesters an academic year.

Students are expected to finish their program; otherwise BOCES has the option of requesting reimbursement for the stipends paid. Students must take classes that are part of the study program they are enrolled in. They may not use the stipend for "occasional classes or workshops".

BOCES Funding Priorities for K-12 Teacher Education, 2015-16

FIRST PRIORITY: Currently Have Articulated Courses ***BUT*** No HLC-Qualified Instructor(s)**

Graduate hours in:

Agriculture
Animal Science
Astronomy
Business
Chemistry
Computer Science
Construction (or *related field, e.g., Construction Management)
Marketing
Math
Spanish

Graduate OR Bachelor's hours in:

Accounting
Computer Applications (or *related field, e.g., Computer Science; or *certifications)
Automotive (or *related field; or *certifications)

SECOND PRIORITY: Currently Have Articulated Courses ***AND*** HLC-Qualified Instructor(s)**

Graduate hours in:

American Sign Language (or *certifications)
CISCO (or *certifications)
English (or *related field, e.g., Creative Writing)
French
Health Science
Math
Statistics

Graduate OR Bachelor's hours in:

Drafting/Design (or *related field, e.g., Architecture)
Electronics/Robotics (or *related field, e.g., Engineering)
Fire Science (or *certifications)

THIRD PRIORITY: Currently Have NO Articulated Courses
Any other disciplines, such as Education

* ask BOCES Manager or Casper College VPAA for determination of related field or certification

** based upon teacher credentials currently on file with office of Casper College VPAA

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Graduate Stipend

APPLICATION FOR PROGRAM

Mail the signed and completed form with
requested documents to:

Jeana Lam-Pickett, BOCES Manager
125 College Drive - Casper, WY 82601
Phone 268-3309

Name: _____ Date: _____

Home Address _____ City _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Employed At: _____ Current Position _____

College or University You Plan to Attend: _____

Advanced Degree Major You Are Seeking: _____

Will your advanced degree make it possible for you to teach an articulated course listed as a priority listed on the attached page? Yes or No

Expected date of completion: _____

Are you willing to continue to work in the Natrona County School District (NCSD) or at Casper College (CC) for two (2) years after receiving your degree? Yes or No

Please attach the following documents to the application:

____ One page summary of your education, teaching experience, and future career plans

____ Copy of your resume

____ Copy of your most recent transcript

____ Copy of your acceptance letter from chosen graduate program

____ Proof of full time employment (copy of contract or signed letter from supervisor)

Once your application has been approved, in order to be granted this BOCES stipend money (up to \$700 per semester), you **must** provide to the BOCES office the following documents by **US Mail** by the **first day of the month** to receive a payment that month. If requested documents are not provided it could delay payment. Do not send the request by Fax or email.

- **Copy of tuition bill each semester**
(The bill must detail tuition charges, courses, semester, your name & name of institution attending.) Please highlight the charges and the semester you are requesting the stipend.
- Copy of your final grades at the end of each semester

I understand that I must maintain at least a "B" average in order to maintain my eligibility for the Graduate Stipend program. If I do not meet this standard or if the program is not completed, I understand that I will be responsible for reimbursing BOCES the cost of my tuition and books. I understand that the stipend must be used for classes leading toward a degree. Endorsement or certificate programs do not qualify. Recipients may receive a maximum of three stipends per calendar year. The initial application must be submitted during the current semester requested or no later than thirty days after the semester has concluded. Stipends will not be paid retroactively.

I have read and agree to the above conditions:

Applicant Signature

Date

Authorized Signature of Supervisor
(NCSD or CC)

Date

Office Use:

_____ Approved

_____ Denied

\$_____ Total amount granted for Graduate Stipend to be paid out \$700 for three semesters per academic year.