

# Central Massachusetts Collaborative

Central Office  
14 New Bond Street  
Worcester, MA 01606  
Telephone (508) 538-9100  
Fax (508) 854-1689

Dr. Susan Farrell, Executive Director  
Beverly Tefft, Finance Director  
[www.cmasscollaborative.org](http://www.cmasscollaborative.org)

## ADVANCED DEGREE SALARY ADJUSTMENT GUIDELINES

The following is a guideline to the process of requesting a salary adjustment when advancing your degree. Please follow these steps in order to receive a salary adjustment:

BACHELOR'S +15	MASTER'S+15	MASTER'S +30
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1. A [Course Approval Form](#) must be submitted in advance of starting the course/workshop.
2. The graduate credits must be obtained in the teacher's major area of concentration with such courses approved by the School Director on a Course Approval Form and filed with the Central Administrative Office.
3. You may apply college graduate credits; or you may apply college graduate credits and up to ninety (90) PDPs (the equivalent of 6 credits) toward your degree change if they are in your teaching area. **ALL** PDPs require a completed Course Approval Form and a certificate of completion to request a salary adjustment.
4. A [Request for Degree Change Form](#) must be completed. Attach all necessary documentation (course approval forms, transcripts, certificates of completion) and submit to the Central Administrative Office. Salary adjustments for degree changes are processed twice a year: September 1<sup>st</sup> and February 1<sup>st</sup>.

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MASTERS	2 MA/CAGS	DOCTORATE
ASSOCIATES OR BACHELORS – For Instructional Assistants only		

1. [Course Approval Forms](#) are not required for these degrees.
2. Complete a [Request for Degree Change Form](#) along with official transcripts and/or diploma and submit to the Central Administrative Office. Salary adjustments for degree changes are processed twice a year: September 1<sup>st</sup> and February 1<sup>st</sup>.

### PLEASE NOTE:

- Transcripts must be submitted with accompanying form(s). It is the responsibility of the employee to formally request the salary adjustment when changing degrees.

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- Transcripts must be **official** for ASSOC./BA/MA/CAGS/DOC. For BA+15, MA+15, MA+30, grade reports or unofficial transcripts on institution letterhead are eligible. **Grades from the internet are not acceptable.**
- Course Approval Forms **must** be obtained for BA+15, MA+15, MA+30.
- Educators who participate in school and district-based in-service programs that focus on strengthening professional knowledge and skills in content areas are eligible to receive 1 PDP/PTP per clock hour. Educators may receive PDPs after the successful completion of a professional development program (minimum of 10 hours on a topic) with an observable demonstration of learning that includes a written product.
- Failure to follow these procedures may result in the denial of salary adjustment.