

Changes in Preparation Level /Column Movement Pre-Approval Guidelines

- All staff should refer to their current contract for specific terms regarding column movement (9.07).
- Advancement on the salary schedule will be approved upon satisfactory completion of the necessary graduate credits by September 1 of each year, as per the guidelines in the CBA 9.071. **See the end of this document for more information on the timeline requirements.**
- All requests for changes in preparation level are submitted through My Learning Plan/Frontline. A Bargaining Unit Member shall inform the district in writing, prior to the preceding June 1, that the Bargaining Unit Member will attain the necessary credits by September 1 of the next school year. All other criteria in 9.071 apply.
- A previously approved college/university listing shall be maintained by the Director of Human Resources and the Association President. Credits must be on the graduate level unless written pre-approval to the contract is granted by the District superintendent or designee and credits must be earned at an accredited college or university.

Approved schools:

Adelphia University
American College of Education
Andrew's University
Arcadia
Arizona State University
Augustana
Berkeley
Bloomsburg University
Boise State
Cabrin
Cairn University
California Coast
Cal State Monterey Bay
Cal U of PA
Caly Pol
Cheyney
Clarion
Colorado State
Converse
Delaware Valley University
Drexel
East Stroudsburg University
Eastern
Edinboro University
Farmingham
Fitchburg State
Florida Institute of Technology
Fresno Pacific
George Mason
Grand Canyon University
Greenville

Gwynedd Mercy
Holy Family
Immaculata
Indiana University of PA (IUP)
Ind. Wesleyan
James Madison
Johns Hopkins
Kutztown University
Lamar
LaSalle
Lebanon Valley College
Lehigh University
Liberty University
Lock Haven University
Loyola Marymount
Lutheran Pacific
Mansfield
Mary Grove
McDaniel College
Messiah University
Millersville
Mizzou Online: Masters/Doctorate/Graduate
Certificate and Education Specialists Program
Moreland University
Montana State University
Mount St. Joseph
Naropa University
Neumann
Neumann University/Thom Stecher Associates
(Master's program)
North Dakota State

Ohio University
Pacific Lutheran
Penn State
PennWest California University
Philadelphia University
Point Park University
Portland
Purdue University Global
Queens College
Rowan University
Scranton
Seattle Pacific University
Simmons University
Slippery Rock University
St. Joseph's University
The Art of Education University
Touro University Nevada
Trinity Washington University
UCLA Extension

University of Connecticut
University of the Cumberlands
University of Florida
University of Massachusetts - Boston
University of Michigan Flint
University of North Dakota
University of PA
University of Phoenix
University of St. Thomas
University of Texas of the Permian Basin
University of the Arts
Villanova
Walden
West Chester University
Western Governor's University
Widener
Wilkes University
Wilmington University
William Taft University

A list of schools already deemed ineligible:

Bob Randall

Laverne

UC San Diego Ext

Learner's Edge – No Learners Edge credits, even if sponsored by a university on the approved list above.

How to request a college or university for approval:

Submit the "Request for New School Approval Form" to the Director of HR and the WCAEA President. This form may be found on the HR Department's website. The Director of HR and the WCAEA President will review and determine a school's eligibility for column movement. Unless the status of the school changes, the decision of the Director of HR and the WCAEA President is final and binding. In the event a decision cannot be reached by both parties, the Director of HR and Association President will establish a small committee to review the application.

Preparation Level (Column) Movement Reminder:

Please remember, any course for post Master's Degree credit must begin either after the Bargaining Unit Member's Master's Degree is conferred by the university, or after the District is in receipt from the Bargaining Unit Member the official notification from the university all requirements of the degree have been fulfilled. Such official notification from the university must contain all of the following:

- a. A completion date (day/month/year) for the completion of the course requirements,
- b. An official, dated (day/month/year) transcript of the grades for the courses, and
- c. The date (day, month, year) on which the degree is scheduled to be conferred officially (graduation).

If all the above requirements are met, the District will use the date of completion as stated on the transcript as the date on which the District considers that the Bargaining Unit Member has received the Master's degree. Coursework after that date will be calculated as hours above and beyond the master's degree.

Summary of CBA 9.071 Regarding Column Movement Protocols:

Salary adjustments for level change (AKA column movement) will occur on either the first or the sixth teacher pay period of a given school year if the bargaining unit member has completed all of the following steps:

- 1. Submitted for level change in My Learning Plan/Frontline prior to June 1.
- 2. Completed all applicable coursework prior to September 1.
- 3. Official sealed transcripts verifying completed coursework and indicating a grade of "B" or better have been received by the HR department.
- 4. Movement in the first teacher pay of the school year will occur if transcripts for all applicable credits are received in the HR department by June 30.
- 5. Movement in the sixth teacher pay of the year will occur if transcripts for all applicable credits are received in the HR department by October 1.
- 6. Any salary adjustments for level change will be made retroactive to July 1. This includes bargaining unit members who have completed the required steps listed above but are not able to provide official transcripts until after October 1. These adjustments will be processed as they are received in the HR office. However, due to the payroll processing schedule the change may not be reflected in the next pay period after which the transcripts were received in HR. The adjustment would be processed in the subsequent pay period.