



## 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.

### 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.

## **A list of schools already deemed ineligible:**

- Bob Randall
- Laverne
- UC San Diego Ext
- Seattle Pacific University- Armchair Ed/Book Studies
- Learner's Edge – No Learners Edge credits, even if sponsored by a university on the approved list above.



## List of Approved Schools:

Adelphia University  
American College of Education  
Andrews University  
Arcadia University  
Arizona State University  
Augustana University  
Ball State University  
Berkeley University  
Bloomsburg University  
Boise State University  
Cabrini University  
Cairn University  
California State University - Monterey Bay  
California University of PA  
California Coast University  
California Polytechnic State Univ  
Capella University  
Cheyney University  
Clarion University  
Colorado State University  
Commonwealth University  
Converse University  
Delaware Valley University  
Drexel University  
East Stroudsburg University  
Eastern University  
Edinboro University  
Farmingham State University  
Fitchburg State University  
Florida Institute of Technology University  
Fresno Pacific University  
George Mason University  
Grand Canyon University  
Greenville University  
Gwynedd Mercy University  
Holy Family University  
Immaculata University  
Indiana Wesleyan University  
Indiana University - Bloomington  
Indiana University of PA (IUP)  
James Madison University  
Johns Hopkins University  
Kutztown University  
Lamar University  
LaSalle University  
Lebanon Valley College  
Lehigh University  
Liberty University  
Lock Haven University  
Loyola Marymount University  
Lutheran Pacific University  
Mansfield College  
Mary Grove College  
McDaniel College  
Messiah University  
Millersville University  
Mizzou University Online: Masters, Doctorate & Graduate Certificate and Education Specialists Program  
Montana State University  
Moreland University  
Mount St. Joseph University  
Naropa University  
Neumann University  
Neumann University - Thom Stecher Associates (Master's program)  
North Dakota State University  
Ohio University  
Pacific Lutheran University  
Penn State University  
PennWest California University  
Philadelphia University  
Point Park University  
Portland State University  
Purdue University Global  
Queens College  
Rowan University  
Rutgers University  
Scranton University  
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 Gayley Center  
University of Connecticut  
University of Florida  
University of Massachusetts - Boston  
University of Michigan Flint  
University of North Dakota  
University of Pennsylvania  
University of Phoenix  
University of St. Thomas  
University of Texas Permian Basis  
University of the Arts  
University of the Cumberlands  
Villanova University  
Walden University  
West Chester University  
Western Governor's University  
Widener University  
Wilkes University



William Taft University  
Wilmington University