



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



Wilkes University  
William Taft University  
Wilmington University