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.

HR Approved June 4, 2025

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.

HR Approved June 4, 2025

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 Unv
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 Atlantic 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

HR Approved June 4, 2025

Wilkes University
William Taft University
Wilmington University

HR Approved June 4, 2025