

No. 433-AR

SCHOOL DISTRICT OF THE BOROUGH OF MORRISVILLE

APPROVAL OF COURSE CREDIT FOR SALARY PURPOSES

The following administrative regulations shall govern the approval of course credit for salary purposes:

1. Course credit submitted for salary advancement purposes must be evidenced by an official transcript from a college or university. Such courses must be completed by August 31st of the school year (July 1 to June 30) in which expected salary adjustments due to change in credit status are to occur.
2. Course transcripts submitted for salary advancement purposes must be received in the office of the Superintendent no later than October 15th of that school year in which expected salary adjustments due to change in credit status are to occur.

Course transcripts submitted prior to October 15th will result in the appropriate salary adjustment. Pay increases shall be made retroactive to the beginning of that school year and shall be paid to that staff member not later than the third pay after the Superintendent receives the transcripts and related documentation.

The failure of any staff member to submit course transcripts to the Superintendent by October 15th will cause the applicant to be ineligible for a change in credit status, and as such, any salary adjustment related thereto for that school year. In that event, the requested change in credit status will be implemented at the commencement of the next school year.

3. Personnel anticipating a change in salary status due to the completion of course credits must notify the Superintendent, in writing, on or before February 1st of the school year preceding the school year of the anticipated change in salary status. Failure of a staff member to notify the Superintendent of the anticipated change in salary status will cause the

applicant to be ineligible for a change in salary status due to the completion of course credits for the subsequent school year.

4. Personnel planning to enroll in in-service courses that include Pennsylvania Department of Education credit must have prior approval for such credits from the Superintendent for said credits to be submitted for salary advancement purposes.
5. Credit status, including providing proper documentation and official transcripts is the responsibility of the individual staff member. The Superintendent's office will provide assistance and maintain pertinent records such as official transcripts and the like. However, this regulation makes clear that each individual staff member is solely responsible for providing appropriate documentation and meeting all standards and time deadlines set forth to substantiate any requested change in credit status for salary advancement purposes.