

**All courses must be from an accredited degree-granting institution on a graduate level.**

INSTRUCTIONS REGARDING ON-LINE COURSES

As per P.V.F.T. Contract (pg.6)

On-line courses have the following characteristics:

- ❖ That the courses taken are from accredited institutions.
  - An accredited institution that also offers on-site courses must host the on-line course.
  - The institution does not differentiate between on-line and on-site courses in terms of level of work, assessments, course credit or fees.
- ❖ They are rigorous and relevant in terms of content and instructional strategies.
- ❖ They are tied to specific content areas.
- ❖ They attend to District and Building level goals.
- ❖ They address student learning and include the potential effect of the work on student achievement.
- ❖ The course must offer a learning experience filled with academic rigor and a great deal of interaction. It cannot be a correspondence course. It must have a weekly schedule of assignments, on-line discussions, readings and e-mail discussions.

INSTRUCTIONS FOR RECEIVING GRADUATE CREDITS

To receive graduate credit, an official transcript bearing signature stamp embossed with university/college seal, courses taken, credits granted and passed with grade should be submitted **in a sealed envelope**.

Receipt of the transcript is most important at the time of calculating credits for payment to you, and without it there is a delay in submitting them to the Board of Education. Credits are approved twice a year, at the August and October Board of Education meetings.