

Pleasant Ridge Union School District  
**Post-Graduate Units for Salary Schedule Advancement**

**Requirements:**

1. Teachers must complete a “*Request for Approval of Post Grad Credit*” form prior to registration for courses intended for Salary Schedule Advancement. (Form available on PRSD website-Staff Resources)  
Please include course descriptions or announcements related to each course for which credit is to be recorded.
  2. Courses offering “*Continuing Education Units/CEU’s*” are not acceptable unless previously approved by the Superintendent/Designee or the Unit Committee.
  3. Courses offered by community colleges and/or undergraduate institutions are generally not acceptable for post-graduate units. The Unit Committee may evaluate special circumstances.
  4. Approved courses must include the following:
    - 15 hours per semester\* unit of credit“Hours” are defined as the time during which students in the class have direct contact with the teacher in a classroom setting. Classwork and/or assignments cannot count toward the 15-hour in class requirement.  
*\*Note: quarter unit is equivalent to 2/3 semester unit*
    - Distance learning courses would be acceptable provided they meet all other eligibility requirements including 15 hours of direct teacher contact.
    - Transcripts, report cards or certifications verifying course completion must be submitted from the accredited college or university sponsoring the course.
- Non-Approved course features include:
- Independent study contracts including fieldwork performed independently without direct contact in a classroom setting. Fieldwork may be acceptable if conducted in the presence of the course instructor.
5. All registration fees and any required additional fees for units are the full responsibility of the teacher enrolling in the course, following receipt of course approval. Teachers are not eligible to receive credit from attendance at workshops or other inservice training programs, which have been paid for by the district.
  6. Credit cannot be earned for classes or workshops held during the teacher’s contract school year during work hours.
  7. Any certificated employee planning a change of classification must file intention of such change with the District by May 31. Proof of additional units must be submitted not later than September 1. (Submission of transcripts to the district office is the responsibility of the teacher.)
  8. Units taken must satisfy one or more of the following criteria:
    - a. Courses, which develop, increased competence in the elementary teaching area.  
(Courses must be directly related to the teacher’s current assignment.)
    - b. Courses which prepare personnel for changing grade levels or subject areas within the elementary school.
    - c. Course which would develop competencies in an additional elementary curricular area. (Courses should be in alignment with adopted district curriculum or curriculum under consideration for adoption by the district.)