What Counts as "Graduate Credit?"
With the influx of online graduate study opportunities, this has become a source of confusion among staff when it comes to submission for salary advancement. While there are many legitimate providers of online graduate courses, there are also providers that function more as credit mills and label courses as "graduate level courses" for the purpose of attracting students and charging additional fees. Due to this situation, and the goal of both faculty and administration to ensure the quality, rigor, and investment of professional development studies, it was necessary to clarify the definition of graduate credit in the GNTA contract, which now reads as follows:

> *K. Definition of Graduate Credits*
> *Approved graduate study shall be considered that study which is credited as graduate study by an institution recognized by the NYS Education Department. Effective September 1, 2009, approved graduate credit shall be considered that study which the issuing institution will accept towards a degree-granting program at the institution. If the issuing institution will not accept the credits towards a degree-granting program, the credits will be treated as inservice credit, subject to all policies and procedures for such credit.*

In reviewing this definition, it is important to note that:
1. The institution is to be recognized by the NYS Education Department; and
2. Such institution must accept the "graduate course" as applicable toward a degree at that institution.

Please proceed with caution when considering taking a graduate course under the arrangements listed above. As stated in the contract, these courses will be considered inservice credit, subject to all policies and procedures for such credit (see below for guidelines), unless either a syllabus or statement from the school or department head stating that the particular class would be acceptable in that department's masters' program is provided along with the official transcript.

There have also been questions regarding workshops or conferences that offer graduate credit for a small fee and a written assignment. Again, we say "buyer beware." Before committing any additional monies, please consider the following: **Did the event occur during regularly scheduled work time?**
- If the answer is "yes," STOP immediately; inservice nor graduate credit will be granted. Events during regularly scheduled work time are only eligible for the NYS professional development hours requirement.
- If the answer is "no," ask yourself if the program is part of a graduate degree program at an accredited college? Workshops/conferences are rarely, if ever, part of a degree program; and therefore, will most likely not qualify as graduate credit at Great Neck.

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How to Request a Salary Change:

Process
- Register for courses (and receive necessary approvals) via Frontline Education Professional Growth (MLP).
- Request must be submitted on Frontline via Salary Tracker by **Oct 1** (coursework completed by 8/31) **or Feb 1**. Requests received after the deadlines will be held for the next eligible salary change *(Art. 47J GNTA Contract)*.
- Official transcripts (graduate) and certificate of completions (inservice) are required for finalizing credits.
- There is a maximum of one salary class transfer per school year for eligible employees.

Rules Pertaining to Inservice Credits
- Inservice credits that do not need approval are courses sponsored by the GNPS (e.g., Inservice Institute, Teacher Center, etc.). Note: BOCES, NYSUT, and SCOPE courses are approved providers and will be granted approval by the district.
- General formula re: hours for inservice credit:
    4 hrs: .25 credit; 8 hrs: .50 credit; 12 hrs: .75 credit; 15 hrs: 1 credit; 30 hrs: 2 credits
- Only 12 inservice credits are allowed per school year (September to August). The "school year" credited is based on the registration/start date of the course.
- Maximum allowable inservice credit is 34.

Maximum Inservice Credits for Salary Purpose

"Annually" Salaried Personnel		"Hourly" Salaried Personnel	
Salary Class	Allowed Insvc Crd	Salary Class	Allowed Insvc Crd
1 BA	None	1 BA	None
2	N/A	2	N/A
3	N/A	3 MA	N/A
4 MA	N/A	4 MA + 15	10
5 MA + 15	26	5 MA + 30	20
6 MA + 30	30	6 MA + 45	25
7 MA + 45	34	7 Doctorate	N/A
8 MA + 60	34		
9 Doctorate	N/A		