

## APPROVAL OF COURSE WORK

*...” Pre-approval shall be required of all graduate credits involving on-line or correspondence coursework, courses not requiring seat time, courses offered by institutions which are not accredited, or those offered by institutions not having facilities in NY State. “*

<b>APPROVED GRADUATE COURSES:</b>
<ul style="list-style-type: none"><li>○ <b>All graduate courses must be from an accredited university.</b></li><li>○ <b>All graduate courses from a university not having facilities in NY State need prior approval from the Assistant Superintendent for Instruction.</b></li><li>○ <b>Universities that meet the standards (accreditation) of NYS are always accepted – for seat-time or on-line courses</b></li></ul>
<b>Pre-Approved Providers:</b>
<ol style="list-style-type: none"><li>1. Local (NYS accredited) universities, i.e. Adelphi, C.W. Post, Dowling, SUNY Stony brook, College of Saint Rose, etc.<ul style="list-style-type: none"><li>○ On-line and seat-time courses accepted</li></ul></li><li>2. The <u>NYSUT</u> catalog offers courses from NY accredited universities such as Dowling, Adelphi, and LIU-C.W. Post.<ul style="list-style-type: none"><li>○ On-line and seat-time courses accepted</li></ul></li><li>3. <b>TEI</b> (Teacher Education Institute) - all graduate courses are affiliated with the College of Saint Rose. They are one of three providers. Most of their classes are offered over the course of two weekends at an area hotel.<ul style="list-style-type: none"><li>○ On-line and seat time courses accepted</li></ul></li><li>4. * <b>Dellecave Educational Institute for Professional Development</b>- offers some graduate courses which are affiliated with Alfred College and Iona College; these are NYS accredited universities.<ul style="list-style-type: none"><li>○ <b>Only seat time courses affiliated with Alfred or Iona will be accepted for graduate credit.</b> (Endicott College is not accepted)</li><li>○ On-line courses have been <u>denied</u> by the Professional Development Committee b/c their courses did not meet BOCES’ standards.</li></ul></li></ol>

5. \*NEW\* **LILIE** (Long Island Learning Institute for Educators) is now offering online graduate course through Manhattan College.  
[www.lilieonline.com](http://www.lilieonline.com)

### APPROVAL OF COURSE WORK

#### APPROVED IN-SERVICE COURSES:

- 15 hours = 1 in-service credit
- All approved graduate courses may be taken for in-service credit

#### Pre-Approved Providers:

##### 1. The Levittown Teacher's Center

- Teacher Center Courses require teachers and teacher assistants to register directly with them via the district catalog. If a teacher or TA mistakenly submits an approval form for a course provided by the Levittown Teacher's Center, you must deny it and write the following in the "comment" section.

***“For Teacher Center courses, you must register directly with them via the District Catalog, and they in turn will process your registration and approval on My Learning Plan.”***

##### 2. LILIE (Long Island Learning Institute for Educators)

- LILIE is a pre-approved provider of on-line in-service courses. The PD committee approved of them in December of 2007.
- [www.lilieonline.com](http://www.lilieonline.com)

#### NOTE\*

**Only New York accredited universities, The Levittown Teacher's Center, and LILIE have been pre-approved as online course providers for in-service credit.**

- Their courses have met BOCES standards for online courses.
- Any other on-line course not offered by the institutions mentioned must be rated and approved according to BOCES standards for on-line courses.
- Any other in-service provider must get prior approval from the Assistant Superintendent for Instruction and/or the Professional Development Team

**The following are useful web sites and tips to help in the process of course approval:**

- Identify an accredited university-  
<http://www.ope.ed.gov/accreditation/Search.asp>
- Google the university to find out more about it
- Request a course syllabus
- Use BOCES standards for online course approval if the provider of the course is not already a pre-approved one

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