DOWNINGTOWN AREA SCHOOL DISTRICT
DAEA Pre-Approval Form for ONLINE Courses

This pre-approval form must be completed for all online courses taken for which you will be requesting tuition reimbursement. Complete this form and email it to the Human Resources Department at least two-weeks prior to the start of the course. Online courses that are not pre-approved may not be eligible for tuition reimbursement or horizontal salary movement.

Name: ___________________________ Date Submitted: ________________

Building: ___________________________ Grade/Subject: __________________

Email Address: ___________________________ Employee ID: ________________

College/University/Intermediate Unit: ______________________________________

Course Number: ___________ Course Title: ________________________________

Course Start Date: ________________ Course End Date: ________________

College/University Accreditation: □ Middle States □ North Central □ Other___________

Is this course led by an instructor? □ YES □ NO

Frequency of Online Discussion/Interaction with Instructor/Classmates: _______ times per week

Is this course accepted by the college/university as part of a graduate degree program? □ YES □ NO

Is this a blended course (some direct instruction combined with online instruction)? □ YES □ NO

Please explain how this course relates to your current position with Downingtown Area School District:

__________________________________________________________________________

Copy and paste a link to the online course description through the college/university/IU website:

__________________________________________________________________________

Or scan and attach a copy of the course description to your request.

To be completed by Human Resources: □ Approved □ Denied

Signed by Superintendent or Designee________________________________________Date_________
For information regarding payment for and definition of professional credits, please review Section 5.22 and Appendix G of the DAEA Professional Agreement.

Criteria Considered for Online Course Pre-Approval

Each request will be considered on a case-by-case basis and no case will constitute a precedent or establish a practice requiring approval of any other request.

- The course is offered through an accredited college or state approved intermediate unit.
- The course relates to the field of education or the field in which the employee is assigned. (Employee must provide a copy of the course description/syllabus.)
- The course content appears to be of the same quality as a direct instruction course.
- The course is in sequence towards a graduate or doctoral degree, or will be accepted by an accredited college/university as credits towards a degree.
- The course will be accepted by the college/university as part of a degree program in that college/university.
- The course is in sequence towards PDE teacher certification.
- The course requires on-line interaction with the facilitator and classmates.
- The average classroom time for a three (3) credit course is 30 hours.
- There are clear assessments of learning.

Before enrolling in an on-line course, you will want to know the answers to the following questions:

✔ What are the infrastructure requirements?
✔ Is the faculty at this university properly prepared for facilitating an on-line class?