



Professional Academic Graduate Course Expectation – for Agents

- A. Each County Extension Agent is expected to satisfactorily complete a three credit hour (or equivalent) graduate course every five years. The course(s), dates and grade must be recorded on the Agent Professional Development Plan.
- B. Upon approval from the County Extension Director, (or District Extension Director for County Directors) agents may take academic courses offered on-campus or off-campus by NCSU, NC A&T or other higher education institutions, subject to.
 - 1. Course content is relevant to the educational responsibility of the Extension Agent.
 - 2. Only one course is normally permitted per semester. Exceptions may be made by the CED and DED.
- C. Time involved in travel to and from course and in-class sessions is considered "work time." Study, reading, preparation of papers, and other work associated with the course are to be done during off-duty hours or at times otherwise approved by the supervisor.
- D. Authorization to attend such classes is on a "time only" basis. All expenses associated with taking the course are the responsibility of the agent.
- E. Except in "special cases," Extension agents are not permitted to enroll in a formal course during the first year of employment. An example of a case that might call for special consideration would be an opportunity to take a course being offered in the area which meets special needs of the agent.
- F. An alternative educational experience may be approved as a substitute for the 3-hour graduate course required if the experience: meets the conditions in B above, and has an equivalent level of academic advancement, rigor of learning and time to that of a 3 hour graduate course. (NOTE: a three credit hour course normally has about 45 hours of in class time and approximately 30 hours of study, reading or course work.) The following Request for Graduate Course Alternative must be submitted no less than 45 days prior to the beginning of the alternative educational experience to the District Extension Director.

Request for Graduate Course Alternative

Directions: Complete this form to request approval to substitute an alternative educational program that provides official credentials for an area that is relevant to your job in Cooperative Extension in lieu of a three credit hour graduate course. The rigor and scholarship standards of the educational program must be approximately equivalent to a graduate course. Undergraduate courses may also meet the intent of this approval request. Upon completion obtain CED approval and submit to state program leaders as request for approval.

Date Submitted: _____

Name of Extension Agent: _____ Title: _____

1. Name of certification program, course or alternative educational experience:

2. Name and address of sponsoring organization:

3. Dates: Begin: _____ End: _____

4. Name, address and phone number of contact person or instructor:

5. Number of contact hours (time in class): _____

6. Number of hours expected for out-of-class study and preparation: _____

7. Description of Educational Opportunity: (Include course objectives or topical listing of subject matter content.):

8. Provide your rationale or explanation as to why this course or program will assist you in your professional development plans and future NCCE programs. (List competencies that will be developed):

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9. List course objectives, topical listing of subject matter content, or list of learning modules:

10. What evaluation evidence will indicate satisfactory completion: (i.e. passing grade on a test, demonstration of a skill, certificate or letter from instructor, etc.):

11. Other information you deem important to justify the substitution of this alternative experience in lieu of a 3 hour graduate course:

Approved by: _____ Date _____
County Extension Director

_____ Date _____
State Program Leader