



AEE 434, Ag Developments Guidelines

The AEE 434, Ag Developments credit option is designed to give agricultural educators the opportunity to accumulate hours toward credit for short-term educational or professional development activities. Following are the guidelines by which the contact hours and credits may be earned.

1. Individuals who accumulate 15 contact hours are eligible to register for one credit of AEE 434. It is your responsibility to confirm your Graduate School status before registering.
2. Individuals, who apply for AEE 434 credits, must submit one lesson plan per 15 contact hours. A template and sample of the required assignment can be found at <http://agexted.cas.psu.edu/center/ForTeachers.html>. The completed lesson plans are due before or at the end of classes in the semester in which you are registered for AEE 434 credits. See http://www.registrar.psu.edu/academic_calendar/calendar_index.cfm
3. Individuals may only select one option during an eligible educational or professional development program/event. He/she may not accumulate AEE 434 hours and also earn ACT 48 hours or take a credit for the same event/program/course.
4. Hours will continue to accumulate for no more than two years, after which the first year's record of hours will be dropped. In other words, you must utilize the hours earned in any two-year period or the opportunity is lost.
5. Individuals may register for one – six credits of AEE 434 in any single semester. If you are planning on applying AEE 434 credits towards your graduate degree program make sure to consult with your graduate advisor/committee prior to registering to make sure the credits will count in your graduate degree program.

STEPS FOR ENROLLING IN AEE 434:

1. If you plan to enroll in AEE 434 you must contact Tiffany Hoy at tmr175@psu.edu to obtain a list of accumulated contact hours and corresponding number of credits you can register for during the semester. Tiffany Hoy will also cc: Kenyan Cattell, AEE Graduate Staff Assistant, on the number of AEE 434 credits you can register as of the date of correspondence. It is your responsibility to contact Kenyan Cattell to enroll you in the AEE 434 course. Please follow the next several steps in the pre-registration process.

2. You will need to check the Penn State Academic Calendar to ensure you are enrolled before the semester cut-off date, there is a \$250 late registration fee so it is important you allocate enough time to complete registration. Credits cannot be retro-actively added. See http://www.registrar.psu.edu/academic_calendar/calendar_index.cfm for semester registration deadlines. Please note it can take up to two weeks for non-degree applications or resume study forms to be processed (see #3 & #4 below)
3. If you have already taken graduate level courses at some point at Penn State, please go to the Graduate School website and complete a resume study form. If you are non-degree, you must resume study as a non-degree student. If you have been officially accepted into a graduate degree program, then you would resume study into that program. <http://forms.gradsch.psu.edu/ges/reschg2.pdf>
4. If you have never taken a graduate level course at Penn State for credit, you must apply to the Graduate School to be admitted as non-degree. **When it asks what program you are applying for pick non-degree. Do not** pick AEE or any other Master's or PhD level program. Failure to apply correctly will delay the processing of your application. If you are unsure about the application process please contact the Graduate School at 814-865-1795. <http://www.gradsch.psu.edu/portal/>

For option 3 or 4, once you have been approved into non-degree status or to resume study, please contact Kenyan Cattell to enroll in the course by email at kbc106@psu.edu. – Kenyan Cattell will use the previous communication in step #1 to determine how many credits you will be enrolled in for the selected semester.

5. All tuition and fees must be paid before registration is complete. Students will need to make sure their access account (<http://aset.its.psu.edu/accounts/access.html>) is activated. Once this is activated, students should then go into eLion (<https://elion.psu.edu/>), you will find the link to your semester bill and bursar account here. Penn State does not send paper bills any more so students will need to pay through eLion or by going to their nearest Penn State campus's Bursars Office. Failure to pay prior to the end of the semester you are enrolled in, the course will be cancelled from your schedule. Courses cannot be retro-actively added if dropped for nonpayment. Payment options and tuition schedules can be found at the Bursar's web site (<http://www.bursar.psu.edu/>).

For additional information please contact:

Dr. John Ewing
215 Ferguson Building
University Park, PA 16802
814-863-7463
jce122@psu.edu

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