



University of Lynchburg

Graduate Credit Opportunity **1 credit hour / \$275 tuition**

EDCI 650 Professional Learning Communities (1 credit hour)

EDCI 650 introduces participants to the concepts that underlie PLCs and the principles for their application in elementary, middle, and secondary schools. The course is in conjunction with participation in a PLC at Work Institute, hosted by Solution Tree.

Please Note

Solution Tree provides **certificates of participation** that include the number of instruction hours. Certificates are required to obtain graduate credit. See “Certificates of participation” section on page 2. University of Lynchburg does *not* issue certificates of participation.

Those seeking graduate credit from the University of Lynchburg must complete all required steps **during the same term** in which they attended a PLC at Work Institute. Steps include 1) admissions, 2) course registration (payment and enrollment), and 3) assignments. Steps are as follows.

Step 1: Admissions Process

Submit the following **two items** to the Office of Enrollment Services, University of Lynchburg, 1501 Lakeside Drive, Lynchburg, VA 24501:

- A. University of Lynchburg graduate **nondegree** online application. (Go to <https://admissions.lynchburg.edu/apply> and indicate **EDCI 650** as your reason for enrollment.)
- B. An official transcript of your bachelor’s or master’s degree

After the university reviews these items, you will receive an admissions letter via email.

Step 2: Course Registration

The admissions email contains directions for course payment and enrollment for the applicable term: fall (August through November), spring (January through April), and summer (May through July).

You must submit coursework by December 5 to receive fall credit, April 15 to receive spring credit, and July 15 to receive summer credit.

The university must receive payment before enrollment. It will not issue grades or transcripts if an account balance is past due.

Step 3: Assignments

Once you enroll in the course, you may submit the required written assignments. Please submit the three assignments in a **single** Word document. Separate the assignments with the headings as underlined below. Written assignments are as follows:

1. A three- to five-page **summary and critical analysis** of the PLC at Work Institute (The assignment must be in Microsoft Word format and include a cover page indicating the name and date of the specific institute attended. Please indicate the name and date of the PLC Institute you attended, and indicate if the event is a virtual Portable Event Package.)
2. A **book review** of *Learning by Doing*.
3. A **reflection** for each day (three reflections) of the institute indicating the big ideas and key concepts learned. If you attended the PLC Institute Portable Event Package, please write three reflections based on session groups you attended (i.e., **Teaming; Culture; Assessment and Grading; Response to Intervention; or Instruction.**) Session groups are in the downloadable [breakout session guide](#).)
4. **Certificate(s) of participation.**
 - **Onsite event or livestream:** Those who attend a PLC Institute (either in person or livestreamed in real time) accrue 15 hours of participation. Participants receive one certificate via email within six weeks after the event.
 - **Virtual event:** Those who attend an online event—a virtual Summit or Institute or Portable Event Package event—also must accrue 15 hours of participation to be eligible for graduate credit. Participants accrue hours and multiple certificates by completing prerecorded video sessions. Participants can download certificates via the digital platform after each session.

Please submit your assignments electronically as one Word document attachment to plconline@lynchburg.edu before the end of the enrollment term.

Transcript Request

Upon the course's completion, please visit <https://www.lynchburg.edu/academics/registrar/order-a-transcript/> to access your transcript request form. **Transcripts are available after each term: late December for fall terms, mid-May for spring terms, and mid-August for summer terms.**

Refunds or Withdrawals

No refunds can be granted once tuition fees are paid.

If You Have Questions

Certificates of participation: Contact Solution Tree at events@SolutionTree.com.

Graduate credit: Contact Bobbi Johnson, Admissions Coordinator for Graduate/Special Programs, at johnson_bf@lynchburg.edu or 434.544.8513.