Employee Educational Achievement Proposal

Employees must complete this proposal and have it approved prior to beginning any educational program. Consult the Policies and Procedures Manual (Policies 6.1, 6.2, and 6.3) concerning requests for salary adjustments and requirements for reimbursement of expenses.

Name: _____ Date: _____

Department: _____ Ext: _____

Proposed Educational Program: 1) Describe the intended educational program and 2) provide a clear statement of how this program relates to your current position or to potential career enhancement at the college. (Please attach a copy of program and course descriptions.)

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Projected Graduation Date _____

Dean/Supervisor	_____	_____	_____
Vice President	_____	_____	_____
President	_____	_____	_____
	Approved for release time/financial support, if funds are available.	If eligible, approved for a one-time 5% salary increase upon completion. Increase effective January 1 or July 1 of	Date(s) degree