

Employee Educational Achievementosal

Employeesnustcomplete this proposal and have it approved prior to ibeing any educational program.Consult the PoliciesdProceduresdanual(Policies 6,16.2, and 6.3) concerning requests for salary adjustments and requirements for reimbursement of expenses.

 Name:

 Department:

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

Projected Gradu	uation Date			
Dean/Supervisor				
Vice President				
President			- <u></u>	
	Approved for release time/financial support if funds are available.	t, If eligible, approved for a onetime5% salary increase uporrompletion. Increase effective January 1 our 1 of degree	Date(s)	