



## Advance Degree Notification Form

Directions: Employees use this form to notify the college that the employee is pursuing an advanced degree for purposes of tracking and adhering to applicable policies regarding tuition assistance and compensation. Administrative and Classified employees who earn an advanced degree or certification that meets the following criteria are eligible for a recommended salary increase:

- The employee earns a bachelor's, master's, or doctorate degree from an institution of higher education accredited by a U.S. Department of Education's nationally recognized accrediting agency;
- The degree is at least one degree level higher than any academic degree the employee has earned prior to or after being employed by the college;
- The president pre-approved the certification;
- The employee begins working at the college prior to earning the degree or pre-approved certification.

This form must be turned into Human Resources in order to participate in the tuition assistance program. Notify Human Resources upon completion of your degree by June 15 to receive education based salary increases.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Degree pursuing: \_\_\_\_\_

Level of education for degree being pursued (Circle one):

Associates    Bachelors    Masters    Doctorate    Other: \_\_\_\_\_

Institution (School, College or University): \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

For Administrative employees: If enrolled previous to May 21, 2013 Elect Benefit (circle one):

Previous Higher Compensation Rate (old policy)      Tuition Assistance (current policy)

Approvals:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Director of Human Resources

Please turn into Human Resources (Gateway Building, Room 402) once completed and signed.

This form is drafted in accordance with Administrative and Classified Staff Compensation Policies and the Tuition Assistance Policy. Consult these policies or contact Human Resources for more information.