

Request for Approval – Educational Attainment

Employee name/job title \_\_\_\_\_

What degree are you pursuing? \_\_\_\_\_

What college or university are you attending? \_\_\_\_\_

How will your degree enhance your job performance and benefit the college?

\_\_\_\_\_  
\_\_\_\_\_

What is the projected start date? \_\_\_\_\_

What is the anticipated graduation date? \_\_\_\_\_

_____ Signature of Employee	_____ Date
_____ Signature of Supervisor	_____ Date
_____ Signature of Area Vice President	_____ Date
_____ Signature of Vice President for Administrative Services	_____ Date
_____ Signature of President	_____ Date

\_\_\_\_\_ Approval to pursue degree in accordance with the Educational Attainment Policy and Procedures is granted.

\_\_\_\_\_ Approval is denied due to the type of degree the employee is pursuing.

Please route original to the Vice President for Administrative Services, who will in turn forward a copy to the Human Resource Office.