Additional Degree Approval Request
for Salary Increase Consideration

Employee Name: _____ Date: _____

Job Title: _____ Department: _____

Current Highest Degree: _____

Planned Degree Program*: _____
*Supporting Documentation is required (such as program content/course listing) and should be attached to this application.

Educational Institution attending: _____

Explain how this degree will benefit CCCC and you in your current position: _____

_____

_____

Estimated Time to Complete Degree: _____

Estimated Start Date: _____ Estimated End Date: _____

I understand that to be considered for a salary increase upon degree completion that this request must be approved by the college President prior to beginning the degree program. Salary increases are subject to budget availability. If approved, an official transcript reflecting completion of the degree must be received by the Human Resources Office prior to salary adjustment.

Employee's Signature: _____

Supervisor's Signature: _____ Vice President Signature: _____

For internal use only

Degree meets the following eligibility requirements:
☐ Degree required for Position reviewed.
☐ Applicant has shown how the degree will benefit CCCC in the applicant's current position.
☐ Release time from work should not produce a burden to CCCC.

_____ _____
Director of Human Resources Signature   *Date*

☐ Approved   ☐ Not Approved

_____ _____
President's Signature   *Date*