

# Sandhills Community College

## Employee Educational Achievement Program Proposal

Employees should complete this proposal and have it approved prior to beginning any educational program. Consult the Personnel and Policy Manual concerning requests for salary adjustments and requirements for reimbursement of expenses.

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

Department: \_\_\_\_\_ Telephone extension: \_\_\_\_\_

**Proposed educational program.** [Provide a clear statement of what you propose to do and the professional gain you expect from this achievement.]

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**Specifics of proposal.** [For example, what courses/workshops/projects? Where will these be held?] Please attach all relevant literature.

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**Estimated timeframe for project completion:** \_\_\_\_\_

Approval	Approved for release time/financial support, if funds are available	Approved for 5% salary increment upon completion. Increase effective July 1 of the subsequent year, if funds are available	Date
Dean/Supervisor – Signature	_____	_____	_____
Vice President – Signature	_____	_____	_____
President – Signature	_____	_____	_____