Employee Educational Achievement Proposal

Employees must complete this proposal and have it approved prior to beginning any educational program. Consult the *Policies and Procedures Manual* (Policies 6.1, 6.2, and 6.3) concerning requests for salary adjustments and requirements for reimbursement of expenses.

Name: _____ **Date:** _____

Department: _____ **Ext:** _____

Proposed Educational Program. 1) Describe the intended educational program and 2) provide a clear statement of how this program relates to your current position or to potential career enhancement at the college. (Please attach a copy of program and course descriptions.)

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Projected Graduation Date _____

Dean/Supervisor	_____	_____	_____
Vice President	_____	_____	_____
President	_____	_____	_____
	Approved for release time/financial support, *if funds are available.*	**If eligible,** approved for a one-time 5% salary increase upon completion. Increase effective January 1 or July 1 of degree completion year, *if funds are available.*	Date(s)

NOTE: *Educational funding covered under this request cannot be transferred to a new college or university program. A separate request with required approvals must be filed. Additionally, the college allows only one request for a 5% increase related to EEAPs during an employee's time with SCC.*