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.