

Memorandum

TO: Human Resources

FROM:

DATE:

SUBJECT: Pursuit of Diploma/Degree

In accordance with Southwestern Community College Policies and Procedures Manual, I am requesting approval to pursue a _____. Upon award of this diploma/degree, I am requesting a pay raise in accordance with Section 4.18 - Salary Adjustment in Recognition of Additional Education of the Southwestern Community College Policies and Procedures Manual. I am estimating completion of this degree on or about _____.

Direct Supervisor

Date

Vice President or Dean

Date