



Memorandum

TO: Human Resources

FROM:

DATE:

SUBJECT: Pursuit of Diploma/Degree

In accordance with Southwestern Community College Policies and Procedures Manual, I am notifying you that I am pursuing a job-related degree as follows:

Type of Degree (Post-secondary Diploma, AAS or AA degree, Baccalaureate Degree, Masters Degree, Educational Specialist, Doctorate)
Field of Study
Name of Institution (To Award the Degree)
Completion Month / Year (Estimated)

Upon award of the diploma/degree, I am requesting a pay raise in accordance with Policy 4.01.05 – Employee Salary Plan, 4 - Adjustment in Recognition of Additional Education.

APPROVALS:

Direct Supervisor	Date
Vice President or Dean	Date
President	Date