

Memorandum

TO: Human Resources

FROM:

DATE:

SUBJECT: Pursuit of Diploma/Degree

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

Type of Degree

(Post-secondary Diploma, AAS or AA degree, bachelor's degree, master's 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

Dean

Date

Vice President

Date

President

Date