

APPLICATION FOR DEGREE CHANGE

Must be completed by individual requesting the change.

DATE: _____

NAME: _____

CURRENT PLACEMENT ON GUIDE (DEGREE): _____

PROPOSED CHANGE IN GUIDE PLACEMENT: _____

For Office Use	COURSE NO.	COURSE NAME	CR.	INSTITUTION	DATE
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I have filed official transcripts for these courses with the Superintendent to be placed in my personnel file. I understand a degree change cannot be processed until the courses above my current placement on the guide have been verified.

NOTE: Degree changes take place twice a year -- September and February. All documents for degree change must be submitted to the Superintendent 10 days prior to the August BOE meeting for a September payroll change to take effect and 10 days prior to the January BOE meeting for a February payroll change to take effect.

Employee Signature

Date

Superintendent Signature

Date