

Beaufort County Community College
Additional Degree - Request for Salary Increase Consideration

Employee Name: _____ Date: _____

Job Title: _____ Department: _____

Current Highest Degree: _____

Planned Degree Program*: _____

*Supporting Documentation is required (such as program content/course listing) and should be attached to this application.

Educational Institution attending: _____

Explain how this degree will benefit BCCC and you in your current position: _____

Estimated Time to Complete Degree: _____

Estimated Start Date: _____ Estimated End Date: _____

I understand that to be considered for a salary increase for this additional degree this request must be approved by the college President prior to beginning the degree program and is subject to budget availability. If approved, an official transcript reflecting completion of the degree must be submitted to the Human Resources Office.

Employee's Signature: _____

Supervisor's Signature: _____ Sr. Administrator Signature: _____

For internal use only

Degree meets the following eligibility requirements:

- Degree is from a Regionally Accredited Institution.
- Degree required for Position reviewed.
- Applicant has shown how the degree will benefit BCCC in the applicant's current position.
- Release time from work should not produce a burden to BCCC.

Approved Not Approved

President's Signature

Date