DELAWARE TECHNICAL & COMMUNITY COLLEGE
PRIOR APPROVAL OF DEGREE PROGRAM APPLICATION
OPTIONAL FORM

The purpose of this Application is to allow Salary Plan A and D employees the opportunity to receive prior approval for degree programs (Bachelor's, Master's, Doctorate) which the employee wishes to use to move a lane through the Professional Development Plan. **NOTE: Prior approval for a degree program does not exempt the employee from the requirement of receiving prior approval for each course within the program which may be used for lane advancement to a +15, +30, or +45.**

This completed form should be submitted to the appropriate Department Chair/Immediate Supervisor for recommendation of approval/disapproval and forwarding to the appropriate Dean/Director/Administrator along with a copy of the course requirements for this degree program.

Name _____ S.S. # _____ Campus _____

Degree (Check One): [ ] Bachelor's [ ] Master's [ ] Doctorate

Degree Program (Major): _____

College/University: _____

Beginning date or semester: _____ Anticipated graduation date: _____

Total number of credits required for degree: _____ (Do not include prerequisites)

Describe how this degree program is relevant and useful to your current assignment: _____

_____
_____
_____
_____
_____
_____
_____

_____ _____
Signature of Employee Date

Recommend: ___ Approved* _____ _____
___ Disapproved* Signature of Department Chair/Immediate Supervisor Date

Degree Program: ___ Approved* _____ _____
___ Disapproved* Signature of Dean/Director/Administrator Date

_____ _____
Signature of Vice President and Campus Director Date

*Based on documentation submitted

The Dean/Director/Administrator must send a completed copy of this form to the Employee and Campus Personnel Office.

(To be duplicated on white paper) (Form PD-6