



Prior Approval of Degree Program Application (PD-1)

The purpose of this application is to allow Salary Plan A and D employees to receive prior approval for degree programs (bachelor's, master's, or doctorate). **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.**

Submit the completed form with a copy of the course requirements for this degree program to the appropriate department chairperson/immediate supervisor, dean/director/administrator, and director of human resources for review.

Name Employee ID Location

Degree Degree program/major

College/university Beginning date/semester

Anticipated graduation date Total number of credits required for degree

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

Employee's signature Date HR's signature Date

Department chair/immediate supervisor's signature Date Vice president and campus director/ President's for OOP signature Date

Dean/director/supervisor's signature Date Degree Program

Recommend

INSTRUCTIONS
PRIOR APPROVAL OF DEGREE PROGRAM APPLICATION (PD-1)

The completion and submission of this application **is required** prior to beginning a formal degree program. Receiving prior approval for a degree program will avoid confusion, false assumption and disappointment by employees who worked diligently toward completing a degree program only to find out the degree is not considered to be relevant and useful to one's assignment as required under the Professional Development Plan.

NOTE: Receiving prior approval for the degree program does not mean each course within the program will be considered for lane advancement because each individual course within the program may not be relevant and useful to one's assignment and, therefore, cannot be used for movement to +15, +30 or +45 lane. It is still necessary to receive prior approval for each course within the program.

1. It is the responsibility of the employee to secure, complete, and return the application to his/her department chair/immediate supervisor for initial review, recommendation for approval/disapproval, and forwarding to the appropriate dean/director/administrator for final approval/disapproval.
2. It is the responsibility of the employee to attach to the application a copy of the course requirements for the degree program.
3. This application should be submitted prior to beginning a formal degree program.
4. Prior approval for a degree program does not exempt individual courses within the program of study from being subject to prior approval.