

# Request for Degree Level Change

*Submitted pursuant to Paragraph 14.3C, of the 2001-2004 HCC-FUSA Agreement.*

Faculty member's name:	Colleague ID:	Discipline:
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Current Campus:	Dean:	I request my records be annotated to reflect these credentials and that my pay be adjusted accordingly.
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Degree Level Accomplished:	<input type="checkbox"/> Doctorate (1)	<input type="checkbox"/> Masters (3)	<input type="checkbox"/> Associates / Certificate (5)
	<input type="checkbox"/> Masters +30 (2)	<input type="checkbox"/> Bachelors (4)	

Date Completed:	Institution Name:	Institution FICE code:
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<i>Transcript must be attached. Student copy is acceptable for evaluation purposes. However, official copy must be received by HR before actual processing begins.</i>	Signature:	Date:
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**ACADEMIC / STUDENT DEAN**

Date Request (with transcript) Received:	Date Transcript Evaluated:	Request is:
		<input type="checkbox"/> appropriate and substantiated.
		<input type="checkbox"/> NOT appropriate/substantiated.

<i>This date constitutes the official notification date. Pay adjustments, if any, are to be effective at the beginning of the next academic term following this date.</i>	Signature:	Date:
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**DIRECTOR OF ASSOCIATE OF ARTS / DIRECTOR OF TECHNOLOGY**

Remarks:	Signature:	Date:
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**HUMAN RESOURCES**

Date Request Rec'd HR:	Date Off'l Transcript Rec'd:	Current Degree Level:	New Degree Level:	Years of Fac Svc:
Current Salary:	Current Salary + 6%:	Lowest Peer Salary:	Lowest Peer ID:	

Distribution: Original- Personnel Record Copy- Dean Copy- Faculty member	Signature:	Date:
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