



## Advanced Course Work and Degree Approval Form

In accordance with Procedure 7.2.3.2 (Advanced Course Work and Degree), employees must receive approval in writing from their appropriate supervisor and the college President, prior to beginning course work and/or a degree program if seeking additional compensation upon completion. The course work and/or degree should be directly related to improving the competence of the employee in the teaching or administrative duties assigned. Salary adjustments for degree attainment are contingent upon budget and funds availability; completion of this form does not guarantee compensation.

After completion of the course work/degree program, please request to have a copy of your official transcript mailed to Lenoir Community College, Human Resources, P.O. Box 188, Kinston, NC 28504. Please note, in order for your degree to be verified, the college must receive an official transcript with the degree granting institution's seal that indicates the degree was awarded/conferred in a sealed envelope.

Please complete and submit the signed form to your direct supervisor.

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Employee Name: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Employee ID #: \_\_\_\_\_ Proposed Date Degree will be attained: \_\_\_\_\_

**Please indicate the degree you are planning to complete:**

☐ Associate's Degree

Major: \_\_\_\_\_

☐ Master's Degree

Major: \_\_\_\_\_

☐ Bachelor's Degree

Major: \_\_\_\_\_

☐ Doctorate

Area of study: \_\_\_\_\_

Have you received additional compensation for degree attainment from Lenoir Community College in the past?

☐ Yes ☐ No

Is the degree attainment required and/or preferred for your current position?

☐ Yes ☐ No

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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☐ Recommended ☐ Denied

☐ Recommended ☐ Denied

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Recommended ☐ Denied

☐ Approved ☐ Denied

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Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

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President Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

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HR Received (Date/Initials) \_\_\_\_\_