

APPENDIX I

Educational Development Request Form

PART A: Employee Information Faculty Management Professional Classified

Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Last First Middle </div>	Position: _____
Date of Hire: _____	Office: _____
Campus: _____	

PART B: Course(s) requested to be taken & Supervisor authorization

COURSE NUMBER AND TITLE	TIME OFFERED	SEMESTER/ YEAR	CAMPUS

I am taking the above course(s): **[Check all that applies to you]**

- As required by my job
- *For my professional growth
- *As the course(s) lead to degree completion

* Explain briefly how the course(s) will benefit you and your job in the space below. Attach a letter if you wish

Employee's Signature	Date
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Endorsed	Denied	Immediate Supervisor's Name:	Signature:	Date:
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Part C: Human Recourses Use Only

Request Meets Board Policy and Administrative Procedures No.6027 criteria.

Request **DOES NOT** meet Board Policy Administrative Procedures No.6027 criteria.[Specify the criteria not met]

Name of HR Rep:	Signature:	Date:
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Part D: Appropriate Vice President Authorization

Approved	Denied	Vice President's Name:	Signature:	Date
Comment(s): <i>(If denied, write reasons in this section & return form to employee and immediate supervisor).</i>				

Part E: Distribution

Employee
 Immediate Supervisor
 Vice President
 Human Resources Office
 Office Admissions and Records
 Business Office