

College of Micronesia – FSM
 Staff Development Program (SDP)
 Appendix I
Degree Program Application Form

Instruction: SDP funding requests must be submitted to the committee with all the required documents to be considered. Application should include; this application form, a brief essay explaining the activity and how it will benefit the College and the individual applying, a letter of recommendation from immediate supervisor, program brochure, letter of acceptance[letter of intent], and an itemized list of expenses. Request must be submitted prior to program’s commencement date.

Name: _____ **Date:** _____
 Last Name First Name

Job Title _____ **Years of Service with the College** _____ **Office/Campus** _____

Degree Sought: _____ **Name & Address of School** _____
 Associates Degree _____
 Bachelor’s Degree _____
 Master’s Degree _____
 Doctorate Degree _____

Starting date of Program: _____
Projected date of Completion: _____

Financial Assistance sought from Staff Development Program (provide an itemized cost list)
 \$ _____

Other funding sources sought and amounts awarded and/or expected:

Name of Funding Source	\$ _____
Amount	
Name of Funding Source	\$ _____
Amount	

 Signature of Applicant Date

 Signature of Immediate Supervisor Date

 Signature of Campus Director/Vice President Date

Committee’s Action: Recommend Do Not Recommend Other _____ Date _____
 Specify below

President’s Action: Approve Disapprove Other _____ Date _____
 Specify Below

