

## DEGREE/CERTIFICATION INCENTIVE REQUEST FORM

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

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Department FOAP: \_\_\_\_\_

Type Degree/Certification Earned: \_\_\_\_\_

Date Degree/Certification Granted: \_\_\_\_\_ Title III \_\_\_\_\_ Yes \_\_\_\_\_ No

Agency/University/College Granting Degree/Certification: \_\_\_\_\_

Location of Same: \_\_\_\_\_

City		State
Category	Incentive Amount	*Amount you are Requesting
Professional Certification	\$500	
Associate's Degree	\$750	
Bachelor's Degree	\$1,000	
Master's Degree. or Ed.S	\$2,000	
Master's Degree (MFA only)	\$3,000	
Doctorate Degree (Ph.D, Ed.D)	\$4,000	

**\*Payments for the Degree Incentive will only be made to employees who earn degrees at a higher level than already obtained. No payment will be made for obtaining a second degree at the same level. Payments will be made for only one Certification in the profession.**

Describe how degree/certification is related to current specific job duties:

\_\_\_\_\_  
*I request payment for earning the above referenced degree/certification (circle one) in accordance with the university's compensation plan. I attest that the information contained in this request is true and accurate to the best of my knowledge. I have attached the appropriate transcript or certification notification to validate my request. I further understand that any misrepresentation to this request may be cause for disciplinary action, up to and including discharge.*

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

\_\_\_\_\_  
Date

*I have reviewed the request and documents submitted by the employee and concur with the explanation of the degree or certification being job related.*

Signatures:		For Human Resources Use Only	
Department Head	Date	Dir. Of HR Signature	Date
		Comments:	
Dean/Vice President	Date	Amount Approved: \$	

**This form must be completed and submitted in PeopleAdmin along with the Degree/Certification PARF**