

## Request for Change in Degree Allowance

I, \_\_\_\_\_, an employee of the Educational Service Center of Central Ohio, having completed additional college course work, am requesting a change in my degree allowance classification.

Attached is my *official* college transcript verifying that I have completed \_\_\_\_\_ additional semester hours (quarter hours are equivalent to two-thirds semester hours), which now qualifies me for the degree allowance of:

### **CERTIFIED**

- Check One:**
- Bachelor's Degree with 150 Semester Hours
  - Master's Degree
  - M+15 Semester Hours
  - M+30 Semester Hours
  - M+45 Semester Hours
  - Doctorate

### **NOTE:**

1. The Request for Change in Degree Allowance must be filed with the Human Resources Department at [humanresources@escoco.org](mailto:humanresources@escoco.org) on or before September 15 to be effective for the current contract year.
2. Final implementation of the Request for Change in Degree Allowance is subject to the approval of the ESCCO Superintendent or Designee.

---

Employee Signature

---

Date

---

Approved: ESCCO Superintendent/Designee

---

Date