



FACULTY  
ADVANCED DEGREE/LONGEVITY  
TRAINING REQUEST

NAME	
DEPARTMENT	
OFFICE PHONE	

**ADVANCED DEGREE**

The credits for which official documentation is attached are to be applied to:

- MA + 10                       MA + 20                       MA + 30  
 Specialist                       Doctorate

This **must** be submitted to the Human Resources office by **September 30, February 16, or June 15** of the semester in which the degree change is to be applied. Please indicate below if credits are already on file in Human Resources.

**LONGEVITY TRAINING**

The attached six (6) semester hours and/or professional growth credits apply for year:

- 4                       18                       23                       28                       33

This **must** be submitted to the Human Resources office by **September 30, February 16, or June 15** of the year in which the training longevity is to be applied. Please indicate below if credits are already on file in Human Resources.

Yes, my credits are already on file in Human Resources.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date