

PLAN OF STUDY

All Faculty and Staff

Employee may enroll in five (5) credit hours of college level work in a regular semester during the workday.

Name _____

Place or area of employment (*Be specific*):

- a. Academic Department (e.g., Art, Biology, Technology, Business, etc.) _____
- b. Other areas: (Fiscal Affairs, Student Development, Library, etc.) _____

Type of employment (*Check one*)

- a. Part-time _____
- b. Full-time _____

Highest certificate, diploma or degree presently held: _____

I am now engaged or plan to engage in further study: a. Yes _____

b. If yes, the certificate, diploma or degree sought _____

c. Estimated date for completion of the above listed program: Month _____ 20 _____

d. Institution where study is (or will be) conducted: _____

Career for which study is designed to prepare me: _____

The study in which I am (or plan to be) engaged will contribute to the efficiency and effectiveness of my present employment in the following ways: _____

Present Study Program:

<u>Course Title</u>	<u>Class Meeting</u> (hours, e.g., 8-9)	<u>Meeting Days</u> (Days)	<u>Semester Hours</u> (Credit)
_____	_____	_____	_____
_____	_____	_____	_____

Comments or remarks as to how work will be made up, if applicable. _____

Signature

TO BE PROCESSED BY THE HEAD OF THE AREA:

The above study plan is approved: Yes _____ No _____

Immediate Supervisor _____	Date _____
Department Head _____	Date _____
Vice President/Dean _____	Date _____

Approved _____ President _____

Disapproved _____ Date _____