

Burlington County Institute of Technology



REQUEST FOR DEGREE STATUS CHANGE (Non Certified Position)

Service
Community
Excellence

NAME _____ DATE SUBMITTED: _____

POSITION: _____ CAMPUS: _____

Please check the appropriate 'FROM' and 'TO' boxes below to reflect a change in degree status, and submit this form along with *official* transcripts validating the completion of courses toward degree level status to the BCIT Personnel Office by the 31st of August. Salary adjustment will be made at the scheduled board meeting.

FROM

ADMIN USE ONLY

HS _____ Step ____ at _____
HS + 30 to 59 _____ Step ____ at _____
HS + 60 to 89 _____ Step ____ at _____
HS + 90 to 119 _____ Step ____ at _____

TO

ADMIN USE ONLY

HS + 30 to 59 _____ Step ____ at _____
HS + 60 to 89 _____ Step ____ at _____
HS + 90 to 119 _____ Step ____ at _____
HS + 120 _____ Step ____ at _____

Employee's Signature

FOR ADMINISTRATIVE USE ONLY

BOE Mtg Date _____

Approved _____ Not Approved _____

Effective Date _____

Superintendent/Designee Date

Edumet Updated _____

cc Personnel File _____ Payroll _____