

BETHLEHEM AREA SCHOOL DISTRICT

APPLICATION FOR CHANGE IN SALARY CLASSIFICATION

INFORMATION:

1. Any graduate course taken after January 1, 1988, that is to be counted towards a change in salary classification for a Master's Degree or credits beyond a Master's Degree, must receive prior approval from the Director of Human Resources using the appropriate form. A "B" grade average is required to qualify for advancement to a classification higher than a Master's degree.
2. This application form and official transcript(s) from the college(s)/university(s) and or letter from the intermediate unit acknowledging awarding of inservice credits must be forwarded to the office of the Director of Human Resources before **September 15th** of the next succeeding school term for any salary increase to be applicable in that school year.
3. Professional employees completing 15 credits beyond a Bachelor's Degree are not required to receive preapproval of their course work.

This is to certify that I have completed the requirements for:

- | | |
|---------------------------------------|-------------------------------------|
| a. _____ 15 credits beyond Bachelor's | e. _____ 30 credits beyond Master's |
| b. _____ Master's Degree | f. _____ 45 credits beyond Master's |
| c. _____ Master's Equivalency | g. _____ Doctor's Degree |
| d. _____ 15 credits beyond Master's | |

Please list the college(s)/university(s) and/or intermediate unit and number of credits received from each:

College(s)/University(s) and/or Intermediate Unit	Number of Credits

Name: _____

School: _____

Date Submitted: _____