



Educational Upgrade Plan

1. Employee Information

- **Employee Name:** _____
- **Job Title:** _____
- **Current Pay Rate:** _____

2. Educational Program Details

- **Degree Completed:** _____
- **Institution Providing the Program:** _____

3. Program Assessment

- **Upgrade Classification:** Impactful Non-Impactful
- **Justification:** *(Briefly describe how this degree directly benefits the employee's current role or future career path with the institution)*

4. Job Description Attachment

- **Attached:** A complete and current copy of the employee's job description is appended to this document.

6. Qualified Educational Upgrades

- **Associate's Degree** ___
- **Bachelor's Degree** ___
- **Master's Degree** ___
- **Ph.D.** ___

Second Degrees are not permitted, and only a higher degree than what an individual has will be considered. Ineligible upgrades include short courses, professional certifications, and training not resulting in a formal degree.

5. Required Acknowledgments & Signatures

Employees may maintain only one active Educational Upgrade Plan at a time. By signing below, all parties agree to the terms of the upgrade plan and confirm that this is the only active plan for this employee.

Employee Signature: _____

Date: _____

Direct Supervisor Signature: _____

Date: _____

Cognizant Head Signature: _____

Date: _____