NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

Educational Upgrade Plan

1. Employee Information

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

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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)*

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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: _____