

## Request for Degree Change

Date of Request:

Name:

(Last)

(First)

Assigned School:

CRS

LHS

LSS

MSS

NES

RHS

SRS

VCMS

### Degree Change Information

**PLEASE NOTE:** Consistent with Article XVII of the teachers agreement, a program of study for a **6<sup>th</sup> Year Degree or greater** requires "submission of the plan of study, approved by the college, to the Superintendent for his/her approval."

Changing from:

BA (Grade 1)

BA+15 (Grade 2)

MA (Grade 3)

MA+15 (Grade 4)

6<sup>th</sup> Yr. (Grade 5)

6<sup>th</sup>+30 (Grade 6)

Changing to:

BA+15 (Grade 2)

MA (Grade 3)

MA+15 (Grade 4)

6<sup>th</sup> Yr. (Grade 5)

6<sup>th</sup>+30 (Grade 6)

Ph.D.  
(Grade 6)

Deadlines:

October 1<sup>st</sup>:

Official transcripts must be received by Central Office no later than October 1<sup>st</sup> for a salary adjustment effective the first day of school for the current school year.

March 1<sup>st</sup>:

Official transcripts must be received by Central Office no later than March 1<sup>st</sup>, for a salary adjustment effective February 1<sup>st</sup>.

**\*\*Requests received after March 1<sup>st</sup> will be awarded a salary adjustment effective the first day of school of following school year.\*\***

### Instructions

Please email this form to [cblack@vernon-ct.gov](mailto:cblack@vernon-ct.gov) and forward an official transcript, enclosed in the **original sealed envelope** in which it was mailed by the college or university, to:

Vernon Public Schools  
30 Park Street  
Vernon, CT 06066  
Attn: Christine Black

Courses listed as work in progress ("WIP") will not be considered and will delay the salary adjustment.

For questions regarding degree changes, please contact Christine Black at (860) 870-6000 ext. 143, or [cblack@vernon-ct.gov](mailto:cblack@vernon-ct.gov).

### For Central Office use only

Transcript Received:

(Date)

Verified by:

CSDE EDS updated \_\_\_\_\_  PAF sent to payroll \_\_\_\_\_  Confirmation letter sent to employee \_\_\_\_\_

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*