

**APPLICATION FOR  
GRADUATE HOUR ADJUSTMENT**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

School Assignment: \_\_\_\_\_

Please indicate below the graduate hour adjustment for which you are applying. Please make arrangements for your university to send **official transcripts** directly to the Personnel Office.

\_\_\_\_\_ **Bachelor's Degree + 15** (only for certificates issued prior to July, 1970)

\_\_\_\_\_ **Bachelor's Degree + 20** (for certificates issued after July 1, 1970)

\_\_\_\_\_ **Master's**

\_\_\_\_\_ **Master's Degree + 15**

\_\_\_\_\_ **Master's Degree + 30**

**Third Level**

\_\_\_\_\_ Specialist's Degree

\_\_\_\_\_ Double Master's with minimum of 55 semester hours beyond the BA

\_\_\_\_\_ MA + 45 hours semester hours

\_\_\_\_\_ MA in social work with a minimum of 55 semester hours beyond the BA

Name of university sending official transcripts: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REMINDER:** Per Article XXIII: Supplementary Benefits . . . All transcripts must be in the Human Resources Office **not later than October 31** in order to receive salary credit for the full year or by **March 15** to receive one-half salary credit for the year.

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**Office use only...**

Date application received: \_\_\_\_\_ Date transcript received: \_\_\_\_\_

Date approved: \_\_\_\_\_ Date payroll notified: \_\_\_\_\_