



Faculty Educational Achievement Request Form

Fiscal Year (Fiscal Year immediately following the award degree or certification)	
NWCC ID#:	
Name:	
Title:	
Department:	
Type of Degree/Certification:	
Amount of the Award:	

All requests will adhere to the ***Faculty Educational Achievement Policy*** in the NWCC Policy and Procedure Manual.

I understand that this certification or degree is in an academic discipline that is relevant and related the employee’s current position and should enhance the employee’s ability to perform the duties of that position. If the completion of the certification or degree must be in good standing with the College, indicated by an overall rating of “satisfactory” or above on the employee’s most recent performance appraisal. Should the employee be unable to maintain the certification, the original award will be discontinued.

This form should be initiated and signed by the employee’s supervisor through the employee’s chain of command. The final signature must be the highest level of authority in the chain of command (i.e. President). An official transcript* or documentation indicating the date and type of certification must accompany this form and be submitted to the Department of Human Resources.

Signature	Title	Date
	Employee	
	Department Supervisor	
	Director/Administrator	
	Vice President	
	Vice for Administration & Finance	
	President	

An official transcript is an original transcript issued to the department or other responsible party with the appropriate seal and/or signature of the school Registrar. Transcripts are official not official if they are duplicated, faxed, or marked “Unofficial” or “Issued to student.”