



Lane Change Request Form

I request a lane change from BA BA+15 MA MA+15 MA+30

To Lane BA+15 MA MA+15 MA+30 MA+45 Effective: ____ 1st Semester ____ 2nd Semester

LIST COURSE(S) TO BE INCLUDED IN THIS LANE CHANGE. Information is required by lane change deadlines.

College	Course#	Course Name	Grade	Credits		

- Each course or program requires documentation showing evidence of completion.
- Evidence of completion must contain student name, grade, course #, course name, credit system (semester /quarter), and course number classification (undergraduate/graduate.) Attach documentation to this form.
- If you already submitted paperwork for tuition reimbursement, you only need to list the course information above.
- Deadline for Human Resources to receive this form and applicable paperwork: 1st Sem = Oct 1, 2nd Sem = Feb 1
- An incomplete form will be returned.

Teacher's Printed Name: _____ Current Assignment and Building: _____

Teacher's Signature: _____ Date: _____

See Contract Language

Article VI, Professional Compensation and Related Provisions, 17.8

FOR HUMAN RESOURCES OFFICE USE ONLY

Present Basic Salary:	\$	Salary At New Lane:	\$	Prorated Salary:	\$
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Request: Approved Denied

HR Administrator: _____ Date: _____