

IV Rationale
How does the proposal meet the required criteria? (See cover sheet for reference purposes.)

V. How will this activity be shared with the College community? (See cover sheet for possible ways and means of sharing).

VI. Other relevant information:

Date _____ Signature _____

Submit to Supervisor Upon Completion

Recommendation

_____ Recommended for approval for tuition reimbursement
_____ Recommended for approval for salary adjustment
_____ Recommended for denial

Reasons for recommendations:

Date _____ Supervisor's Signature _____

Please forward approved application to the Office of Human Resources for processing.