



## College Practices

Revised: December 16, 2015  
Approved: May 1, 2002

3. Note:

Form Requesting Prior Approval of Further Formal Education  
For The Purpose of Additional Progression Steps

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

Employee Name: \_\_\_\_\_

Name of Degree Granting Institute: \_\_\_\_\_

Country: \_\_\_\_\_

State/Province: \_\_\_\_\_

Program Name: \_\_\_\_\_

Length of Study: \_\_\_\_\_  
(i.e. 3 Year Bachelor of Arts, not the length of time it takes to complete the study)

Immediate Supervisor Name: \_\_\_\_\_

Immediate Supervisor's Approval: \_\_\_\_\_  
Signature Date

Human Resources Approval: \_\_\_\_\_  
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