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# Degree Attainment Bonus Application

Administrative & Professional Faculty and full-time Classified Staff who are eligible for a degree attainment bonus in accordance with Policy 1408 must complete this form and submit it, along with official transcripts and any other required documentation, to their supervisors within three months of degree attainment.

Employee Name: Click or tap here to enter text. Employee Title: Click or tap here to enter text.

Employee ID Number: Click or tap here to enter text. Position Number: Click or tap here to enter text.

Division: Click or tap here to enter text. Department: Click or tap here to enter text.

Employee Contact Phone: Click or tap here to enter text.

Supervisor: Click or tap here to enter text. Supervisor Title: Click or tap here to enter text.

Supervisor Contact Phone: Click or tap here to enter text. Supervisor Email: Click or tap here to enter text.

Degree Completed: [ ]  Associate [ ] Bachelor [ ] Master’s [ ] Doctoral

Major/Concentration: Click or tap here to enter text.

Institution(s) Attended: Click or tap here to enter text.

Institution(s) Address: Click or tap here to enter text.

Dates of Attendance: Years Attended: Click or tap here to enter text. First Semester (month and year): Click or tap here to enter text. Last Semester (month and year): Click or tap here to enter text.

Date of Graduation: Click or tap here to enter text.

Note: Original transcripts from all institutions attended must be submitted with this form.

 [ ] Official transcripts are attached.

Explain how attainment of this degree will enhance your work in the current position (attach additional pages if necessary).

Click or tap here to enter text.

Explain how attainment of this degree will add value in your future career at JMU (attach additional pages if necessary).

Click or tap here to enter text.

***Additional materials may be required by your division. Consult your supervisor for details.***

Employee Signature: Date:

Supervisor Signature: Date:

Divisions Vice President Signature: Date: