DEARBORN PUBLIC SCHOOLS

MA+30 and MA+60 SEMESTER HOURS SALARY ADJUSTMENT
APPLICATION FORM

Employee Name: _____ **Employee ID#:** _____

☐ **Master's +30** lane shall be paid to teachers who have thirty (30) graduate semester hours in excess of those used in obtaining a Master's Degree.

☐ **Master's +60** lane shall be paid to teachers who have sixty (60) graduate semester hours in excess of those used in obtaining a Master's Degree.

I. General Information:

A. In order for this application to be considered for the first semester, this form must be submitted no later than October 1. (**Do not allow absence of all transcripts to delay submitting this form.)**

B. Applications submitted by March 1 will be considered for the second semester.

C. Thirty (30) semester hours are equivalent to 45 quarter hours.
Sixty (60) semester hours are equivalent to 90 quarter hours.

II. Graduate Hours:

A. Request **OFFICIAL** transcripts be forwarded to the Department of Human Resources from the university or universities.

B. Submit documentation from your university or universities verifying specific course work used in obtaining your Master's Degree.

C. List the university, course numbers, and graduate hours that were not used for your Master's Degree.

UNIVERSITY	COURSE NO.	SEMESTER HRS.	QUARTER HRS

(Additional Room Provided on Back of Form)

TOTAL _____ _____

_____ _____
Signature **Date** **School**

_____ _____
Teaching Field **Area of Concentration**

_____ _____
Director of Human Resources **Date** **Determination**

Rev. 9/16

UNIVERSITY	COURSE NO.	SEMESTER HRS.	QUARTER HRS