

DEARBORN PUBLIC SCHOOLS



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

Employee Name: _____ Employee ID#: _____

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

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Master's +60 lane shall be paid to teachers who have sixty (60) transferrable 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.

<u>UNIVERSITY</u>	<u>COURSE NO.</u>	<u>SEMESTER HRS.</u>	<u>QUARTER HRS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Additional Room Provided on page 2 of Form)

TOTAL _____

Signature _____

Date _____

School _____

Teaching Field _____

Area of Concentration _____

Director of Human Resources _____

Date _____

Determination _____

[illegible][illegible]

TOTAL _____