

APPLICATION FOR DEGREE COMPLETION GRANT

Deadline for applications: One week after Spring mid-semester recess

Program description: The college maintains a program to assist faculty members who are nearing completion of terminal degrees. Work is to be done primarily during summer months. The dollar amounts granted under this program will vary but will not normally exceed \$1,250; funds may be used to support degree-related research expenses, travel to meet with advisors, tuition costs, etc.

Eligibility: To be eligible for this program, the faculty member must hold a full-time appointment through the following academic year.

Application process: Answer the questions below on separate paper, submitting your application to Professional Growth Committee, c/o Academic Affairs office. The Professional Growth Committee makes award decisions for Degree Completion and Summer Study Grants, examining first the quality of the application. Priority will be given to applicants who have not received previous grants or awards.

Accountability: Faculty members will submit a 1-2 page progress report on their work to the division chair by October 1 of the fall semester following their grant period.

Name _____ Date _____

1. Outline degree-completion study planned. Give name of school; courses planned; and any other information which would be relevant.
2. Estimate the costs of this program. Remember that the subsidy is intended to pay program costs only; it is not intended to pay family expenses or to be used as a supplement to an applicant's salary.