

Instructions for Degree Change

1. Complete the attached form and return it to the Central Administration Office.
2. Request the college or university where courses were completed to send an official transcript to:

North Branch Area Schools
Superintendent Secretary
PO Box 3620
North Branch, MI 48461

3. As outlined in Article 17, H. of the Master Contract, verification for Degree Change Form must be submitted within thirty (30) days from the start of a school year for full credit or by January 21 for half credit on the degree advancement. Submission after the thirtieth (30th) day will cause a pro-ration for the remainder of the school year. The following: transcripts, grade report of a passing grade or a letter from the professor stating that course requirements have been completed will satisfy verification for completed courses (*prior to receiving official transcripts*).

**North Branch Area Schools
Verification of Degree Change**

Name: _____

Request change of degree **From:** _____ **To:** _____

List Below Graduate Credits Earned for Change of Degree

COURSE	COLLEGE OR UNIVERSITY	SEMESTER HOURS	DATE COMPLETED	GRADE

Date Official Transcripts Requested: _____

Employee's Signature: _____

For Office Use Only

Date Transcript of Credit Received: _____

Degree Change Approved: **YES** _____ **NO** _____

Approved By: _____ **Date:** _____