

APPENDIX D.1  
Professional Development Program (SDP)

**Degree Program Application Form**

**Instruction:** SDP funding requests must be submitted to the committee with all the required documents to be considered. Application should include; this application form, a brief essay explaining the activity and how it will benefit the College and the individual applying, a letter of recommendation from immediate supervisor, program brochure, letter of acceptance [letter of intent], and an itemized list of expenses. Request must be submitted prior to program's commencement date.

<b>Name:</b> _____		<b>Date:</b> _____
Last Name	First Name	
<hr/>		
<b>Job Title</b>	<b>Years of Service with the College</b>	<b>Office/Campus</b>
<hr/>		
<b>Degree Sought:</b>	<b>Name &amp; Address of School</b>	
<input type="checkbox"/> Associate Degree	_____	
<input type="checkbox"/> Bachelor's Degree	_____	
<input type="checkbox"/> Master's Degree	_____	
<input type="checkbox"/> Doctorate Degree	_____	
<hr/>		
<b>Starting date of Program:</b> _____		
<b>Projected date of Completion:</b> _____		
<hr/>		
<b>Financial Assistance sought from Professional Development Program</b> (provide an itemized cost list)		
\$ _____		
<hr/>		
<b>Other funding sources sought and amounts awarded and/or expected:</b>		
_____	\$ _____	
Name of Funding Source	Amount	
_____	\$ _____	
Name of Funding Source	Amount	
_____	\$ _____	
Name of Funding Source	Amount	
<hr/>		
_____	_____	
Signature of Applicant	Date	
<hr/>		
_____	_____	
Signature of Immediate Supervisor	Date	
<hr/>		
_____	_____	
Signature of Campus Director/Vice President	Date	
<hr/>		
<b>Committee's Action:</b>		
Recommend _____	Not Recommended _____	