LANE CHANGE REQUEST FORM

Name: _____ Building: _____Current Lane: _____ Current Step: _____Date: _____

1. Chronologically list below the college courses you have completed that qualify you for a salary lane change.
2. For courses completed, attach or have sent an **official transcript** from the college.
3. Please list all credits as **quarter credits** (multiply a semester credit by 1.5 to arrive at a quarter hour credit equivalent).

COLLEGE ATTENDED	COURSE NAME	COURSE NUMBER	COURSE DATES	QUARTER HOUR CREDIT (S) EARNED	FINAL GRADE RECEIVED

Based on the information and documentation provided above, I am eligible to advance to:

BA+15	BA+30	BA+45	BA+60	MA	MA+15	MA+30	MA+45	MA+60	SPEC.	PhD

Submit this form and required atttachments to the Human Resources Office before September 15th only if you are eligible for a full year lane change or February 15th if eligible for a half year lane change. If you have questions, please contact the Human Resources Office @ 651-407-7546.

3/5/2012