



# APPLICATION FOR CLASSIFIED DEGREE DIFFERENTIAL

Please complete this application and forward it with the official transcript to the address below. If the transcript is to be transmitted electronically, please use the email address below. The application cannot be processed without the official transcript.

<b>NAME</b> _____				
	<b>LAST</b>	<b>FIRST</b>	<b>MIDDLE</b>	<b>EMPLOYEE NUMBER</b>
<b>LOCATION</b>	_____	<b>POSITION</b>	_____	<b>CLASS CODE</b> _____
<b>EMAIL ADDRESS</b> _____				
<b>MAILING ADDRESS</b> _____				
	<b>STREET ADDRESS</b>			
<b>CITY</b>		<b>STATE</b>		<b>ZIP CODE</b>
<b>HIGHEST DEGREE AWARDED</b>	_____	<b>DATE CONFERRED:</b>	_____	
<b>UNIVERSITY OR COLLEGE</b>	_____			
<b>MAJOR:</b>	_____			
<b>OFFICIAL TRANSCRIPT ATTACHED</b>	<input type="checkbox"/>		<b>OFFICIAL TRANSCRIPT TO BE SENT ELECTRONICALLY</b>	<input type="checkbox"/>
<b>SIGNATURE</b>	_____		<b>DATE</b>	_____

Mail completed application with official transcript to:

Human Resources Division  
Los Angeles Community College District  
770 Wilshire Boulevard, 4<sup>th</sup> Floor  
Los Angeles, CA 90017

For electronically transmitted transcripts, email to:

officialtranscript@email.laccd.edu

-----FOR OFFICE USE ONLY-----	
Date Transcripts Received:	_____
Highest Degree required on Job Specifications:	_____
Highest Degree Documented:	_____
Differential Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If approved, effective date:	_____
If denied, denial reason:	_____
Approved/Denied by:	_____ Date: _____



# APPLICATION FOR CLASSIFIED DEGREE DIFFERENTIAL

<b>Classified Education Differential Facts and Procedures</b>	
<b>WHAT?</b>	<p>Agreements between the various represented and unrepresented units and the Los Angeles Community College District allow for employees with degrees above the highest job specifications for their classification/position (i.e. the highest degree attained over what is required for the classification).</p> <p>The employee shall provide evidence of an earned degree in the form of an official transcript from an accredited institution of higher education. The official transcript must contain the degree awarded and the confer date of the degree. The sealed envelope containing the official transcripts must be attached to this form. Please contact the Assignments and Administrative Services Unit for instructions if the official transcripts must be submitted electronically. Applications without official transcripts will not be processed until the official transcripts are received by the Assignments and Administrative Services Unit.</p> <p><b>Foreign degrees</b> must be determined to be equivalent to a U.S. degree by an accrediting agency approved by the California Commission on Teacher Credentialing. (If your degree is from a foreign institution, contact the Academic Recruitment Unit for a listing of approved accrediting agencies.)</p> <p>Honorary degrees may not be used as a basis for salary differential.</p>
<b>WHO/WHERE?</b>	<p>To see classified employees that are eligible to receive the education differential, please visit: <a href="#">Differential Information</a></p> <p>You may obtain information about the degree requirements by reviewing the description for your position/class. Job descriptions are available at the Personnel Commission website below: <a href="#">Job Descriptions</a></p> <p>Differential requests are reviewed for by staff in the Assignments and Administrative Services Unit of the Human Resources Division.</p>
<b>WHEN?</b>	<p>The salary differential is effective beginning the pay period month following receipt of the complete salary differential request and official transcripts. The Assignments and Administrative Services Unit will process completed differential requests on a first come, first serve basis. The approved differential request will be effective the first day of the month following the receipt of the completed application and official transcripts. Once the request has been processed you will receive notification indicating approval or denial of the differential request.</p>
<b>HOW?</b>	<p>Complete Form HR C-1004 and submit the form to Human Resources along with a sealed official transcript that shows the degree conferred. If the transcript is to be transmitted electronically, please check the electronic transcript transmittal box on the form and contact the Assignments and Administrative Services Unit of Human Resources at the District Office for instructions.</p>