

# Palm Beach State College

# Board Policy

<b>TITLE</b>	Degree Recognition	<b>NUMBER</b> 6Hx-18-5.89
<b>LEGAL AUTHORITY</b>	1001.64 FS	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Adopted 1/21/2003; Amended 5/12/2009, 4/09/2013, 5/16/23	

As a learning institution, the College encourages employees to pursue a college degree that will benefit either their current position or will assist them in attaining the necessary educational background for another College position.

- The degree obtained must be from a regionally accredited institution of higher education as listed by the United States Department of Education or the Council for Higher Education Accreditation.
- A degree obtained from an institution of higher education outside of the United States must be validated by an organization belonging to the National Association of Credential Evaluation Services (NACES) prior to submission and reviewed by the degree recognition committee.

The College may recognize the completion of an acceptable associate's, bachelor's, master's, or doctoral degree by awarding eligible non-bargaining regular and fixed term employees who have been employed in continuous full-time status for a minimum of one year as follows:

Degree Obtained	Amount Added to Annual Base Pay
Associate's (i.e., AS, AAS, AA)	\$1,500
Bachelor's (i.e. BA, BS, BAS, BSN)	\$2,000
Master's (i.e., MA, MS, MBA, MFA)	\$2,500
Doctoral Degree (i.e., PhD, EdD, EdS, JD)	\$3,000

Any portion of the award that exceeds the top of the salary range will be given to the employee in a one-time payment. Employees may receive only one award for each degree level during the course of their employment at the College, and the degree must be higher than the degree currently held.

Within nine (9) months of completing the degree program, the employee must complete a degree recognition request in the system and the Office of Human Resources must receive official transcripts issued to Palm Beach State College Human Resources from the institution that has awarded the employee's degree (including degrees earned from Palm Beach State College). The transcripts must indicate successful completion of the applicable degree. The change in the employee's salary will be effective from the first day of the pay period following the date the proof of degree and submission are received in the Office of Human Resources.