

**INTENTION TO CHANGE COLUMNS FORM**  
**(DUE MARCH 1<sup>st</sup> – Administration Office)**

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

It is my intention to qualify for a change in column placement on the salary schedule before September 1.

I intend to complete \_\_\_\_\_ (list number of hours) semester hours of approved credit by that time.

My new salary schedule placement will be Column, \_\_\_\_\_ Step \_\_\_\_\_.

I will submit written verification of this work in the form of official transcripts, certificates of completion, or instructor's statements on or before **September 1<sup>st</sup>** to verify the change in salary placement, and if evidence is other than official transcripts, I will submit official transcripts on or before **October 1<sup>st</sup>**.

I understand that it is my responsibility to meet the requirements for Salary Schedule change by **September 12**, and that evidence for work presented after this date will apply to the next anniversary date for salary change, which is September of the following year.

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Employee Signature

Date