



**Hanover Public Schools
Degree Change**

This form must be accompanied by a letter requesting degree change addressed to the Superintendent and copied to the Business Manager.

Name:			
Date Received:			
School: (e.g. HS)		Institution Name	Date Granted
Undergraduate:			
Graduate:			

To be Completed by Staff Member

Please attach grade reports and/or transcripts to support your degree change.

Upon obtaining a higher degree such as Masters, CAGS or PHD transcripts are required.

Date/Semester	Course # & Description	College	Credits	Accum Credits

To be Completed by Superintendent's Office

Previous Degree:		Rate:
New Degree:		Rate:

Prorated Rate for 2/1 Degree Changes

Date of Change:

Approved: _____
Superintendent

Date: _____