

INSTRUCTIONS FOR COMPLETING THE CREDENTIAL CHANGE APPLICATION

Purpose: To request credential change compensation awards.

Source: Human Resources, WHC – 6th Floor, or Academic Deans/ All Campuses

Instructions

1. The date that course was completed should be entered in the first column. Credential change compensation awards and changes in rank will become effective at the beginning of the major term following the completion of the course work.
2. The course number and prefix, complete title, and institution where course was taken should be placed on the application in the appropriate columns.
3. The applicant for the credential change compensation awards should indicate whether or not he is requesting that this course apply as an education or non education course. The guidelines for the maximum number of semester hours in courses for each award are identified in the most recent Collective Bargaining Agreement between the board of Trustees of Broward College and the United Faculty of Florida.
4. All hours earned should be converted to semester hours by multiplying .67 x quarter hours to get semester hours. The credential change compensation award is based on semester hours.
5. Courses will not be recognized for the credential change compensation award unless an official transcript is on file in the Human Resources when the request is made.

Routing:

After the applicant completes this form both copies should be forwarded through their Associate Dean to the Academic Dean and then to the Vice President for Academic Affairs. After the application has been approved by the Vice President for Academic Affairs, the paperwork will then be forwarded to the Human Resources for implementation.