

**PANOLA COLLEGE
FACULTY EDUCATION AUTHORIZATION FORM**

This form is to be used for all continuing education by faculty members of Panola College. You must receive the approval of the Vice President and Dean of Instruction prior to enrolling for course work designed to meet professional development requirements or salary schedule increments. Please complete the following form and return it to the Vice President and Dean of Instruction before March 1st to ensure proper approval.

| | |
|--------------------------------|--|
| Employee Name: | |
| Social Security Number: | |
| Discipline in which you teach: | |
| University: | |
| Course Name: | |
| Prefix and Number: | |
| Number of Hours: | |
| Completion Date: | |

An official transcript must be sent to Panola College by the university upon completion of the above referenced course.

Faculty Member Signature

Date

Approval – Vice President and Dean of Instruction

Date

Human Resources

Date Entered