



Human Resources  
2407 LaPorte Avenue  
Fort Collins, CO 80521  
970-490-3488

# Application for Professional Growth Lane Change

*This form must be completed online or printed and completed in blue or black ink*

Please read the document [Directions for Completing Application for Professional Growth Lane Change](#) prior to completing this form.

Name  ID#  Work Location  Assignment

Have you earned a master's degree? Yes No If Yes: Institution  Date

Are you requesting a Lane Change for completion of a graduate degree? Yes No If Yes: Masters Doctorate

Institution  Date

If you've completed a degree please do not record coursework on this form. List coursework for all other lane change credit in the log below. All course titles must explain course content. **All documentation of coursework or degree completion must be attached to this request and submitted in hard copy form to Human Resources.** Original transcripts or university verification is required. (University verification must be by an official or agent of the university, on university letterhead with an original signature).

**Please do not highlight or mark on transcripts.** A copy of the diploma is acceptable documentation for completion of a degree.

## PSD Lane Change Credit

15 Lane Change credits is equivalent of 1 semester hour. 13 semester hours are required for one Lane Change (195 Lane Change credits [ 195 ÷ 15 = 13 ])

Course Title / Description	Date of Completion	Lane Change Credit	Converted to Semester Hrs.
<i>Example:</i> Zach Differentiation	8/1/12	7.5	.5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>PSD Semester Hours (page 1)</b>			<input type="text"/>
<b>PSD Semester Hours (page 2)</b>			<input type="text"/>
<b>Total PSD Semester Hrs. Submitted</b>			<input type="text"/>

## University Credit

Lanes are based on semester hours. Quarter hours will be converted to semester hours (1.5 quarter hours = 1 semester hour)

Course Title / Description	Institution	Term/Year	Semester Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>University Semester Hours (page 1)</b>			<input type="text"/>
<b>University Semester Hours (page 2)</b>			<input type="text"/>
<b>Total University Semester Hrs. Submitted</b>			<input type="text"/>

### For Office Use Only

Hours listed above      Prior approved hours      Total Hours Approved

Request approved      Request denied      Reason for denial

Effective date      Approval      Date of Approval

Salary classification change requested from \_\_\_\_\_ to \_\_\_\_\_ Verified

Payroll Notes:

