



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

Scan as PR/SALARY

Scan to: ED/TRN/EXP

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 Earned

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

Institution Date Earned

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).

Do not highlight this form or 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
Example: Zach Differentiation	8/1/16	Lane Change Credit ÷ 15 7.5
<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"/>

For space to record additional coursework, go to page 2.

University Credit

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

Course Number / Course Title / Description (required)		Institution	Term/Year	
Course Number	Course Title	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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

University Semester Hours (page 1)

University Semester Hours (page 2)

For space to record additional coursework, go to page 2.

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:

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[illegible]

University Credit

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[illegible]