**DEGREE COMPLETION PROGRAM**

Mississippi Valley State University encourages continuing education and professional development through its educational incentive program. This program is designed to reward full-time employees for such efforts in obtaining a degree from an accredited institution of higher learning and allows the following:

* Bachelor’s Degree $1,000
* Master’s Degree $1,500
* Doctoral Degree $5,000
* Certified Public Accountant $1,000
* Professional Architect/Engineer $1,000

**Guidelines**

* The degree must be in an academic discipline that is relevant and related to the employee’s current position and should enhance the employee’s ability to perform the duties of that position;
* If the completion of a degree is a condition of employment, employees are ineligible for additional compensation under this provision;
* The University will grant an increase in salary, subject to the availability of funds;
* Employees must be in good standing with the University, indicated by an overall rating of “satisfactory” or above on the employee’s most recent written performance appraisal;
* Employees must be in a position of Director or above to receive compensation for obtaining a doctoral degree;
* A request to compensate an employee should be submitted by written request through the chain of command with final approval at the level of Vice President and submitted to Human Resources. An official transcript should also be forwarded with the written request.

Compensation is awarded at the beginning of the fiscal year; and is not retroactive to any prior date in which the degree and/or certification were earned. Requests must be submitted by June 1st. Employees are ineligible to receive compensation for the completion of a second degree at the same degree level.