



# APPLICATION FOR ACADEMIC DEGREE DIFFERENTIAL

Please complete this application and forward it with the official transcript to the address below. If the transcript is to be transmitted electronically, please use the email address below. The application cannot be processed without the official transcript.

**NAME** \_\_\_\_\_

**LAST**                      **FIRST**                      **MIDDLE**                      **EMPLOYEE NUMBER**

**WORKSITE** \_\_\_\_\_ **DISCIPLINE/POSITION** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_

**CITY**                      **STATE**                      **ZIP CODE**

**DEGREE AWARDED** \_\_\_\_\_ **DATE CONFERRED:** \_\_\_\_\_

**UNIVERSITY OR COLLEGE** \_\_\_\_\_

**MAJOR:** \_\_\_\_\_

**OFFICIAL TRANSCRIPT ATTACHED**                       **OFFICIAL TRANSCRIPT TO BE SENT ELECTRONICALLY**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Mail completed application with official transcript to:

Human Resources Division  
Los Angeles Community College District  
770 Wilshire Boulevard, 4<sup>th</sup> Floor  
Los Angeles, CA 90017

For electronically transmitted transcripts, email to:

officialtranscript@email.laccd.edu

-----**FOR OFFICE USE ONLY**-----

**DATE RECEIVED:** \_\_\_\_\_ **DOCTORAL DIFFERENTIAL APPROVED:**  YES  NO

**ASSIGNMENT(S):**     FULL-TIME FACULTY                      \_\_\_\_\_                       ADMINISTRATOR, REPRESENTED \_\_\_\_\_

ADJUNCT FACULTY                      \_\_\_\_\_                       ADMINISTRATOR, UNREPRESENTED \_\_\_\_\_

OTHER: \_\_\_\_\_

**EFFECTIVE DATE** \_\_\_\_\_ **SAP:**  IT0022                      **UPDATE BY** \_\_\_\_\_

**COMMENT:** \_\_\_\_\_

**NOTIFICATION: DATE** \_\_\_\_\_  EMAIL                       HARDCOPY

**BY** \_\_\_\_\_ **DATE** \_\_\_\_\_



# APPLICATION FOR ACADEMIC DEGREE DIFFERENTIAL

## Academic Education Differential Facts and Procedure

<b>WHAT?</b>	<p>LACCD Board Rules provide a salary differential to certain academic classifications for</p> <ul style="list-style-type: none"><li>• an earned doctor of philosophy degree</li><li>• certain professional doctors' degrees</li><li>• other earned advanced degrees of at least equivalent standard that are granted by an accredited college or university</li></ul> <p>A salary differential may be provided for an earned degree of equivalent standard granted by a foreign university. The equivalency of such foreign degrees shall be determined by the Chancellor, or his/her designee.</p> <p>An earned professional doctor's or equivalent degree must be granted by an accredited institution of higher learning, provided that:</p> <ol style="list-style-type: none"><li>a. The requirements for the above degree include the completion of a three- year full-time doctoral or equivalent program in the professional field in which the degree is obtained.</li><li>b. The employee has a baccalaureate or other earned degree of at least equivalent standard granted by an accredited institution of higher learning in addition to the professional degree specified in paragraph (a) above.</li></ol> <p>All degrees must be earned degrees granted by accredited institutions of higher learning, or earned degrees of at least equivalent standard granted by foreign universities.</p> <p>Honorary degrees may not be used as a basis for salary differential.</p> <p>The salary differential for doctorate or equivalent degree cannot be combined with a certificate differential.</p>
<b>WHO? / WHERE?</b>	<p>The following academic employees only are eligible to receive the education differential: fulltime faculty, adjunct faculty, deans, assistant and associate deans, academic vice presidents. For current doctorate differential amounts, please visit the differentials section on the HR Publications portion of LACCD website at <a href="#">Pay Scales and Differentials</a>.</p> <p>Doctorate differential requests are reviewed for by staff in the Academic Recruitment Unit of the Human Resources Division.</p>
<b>WHEN?</b>	<p>The salary differential is effective beginning the pay period month following receipt of the complete salary differential request and official transcript.</p>
<b>HOW?</b>	<p>Complete Form HR R-542 and submit the form to Human Resources along with a sealed official transcript that shows the doctorate or equivalent degree conferred. If the transcript is to be transmitted electronically, please check the electronic transcript transmittal box on the form and forward the form to HR.</p>
<b>RESOURCE(S)</b>	<ul style="list-style-type: none"><li>• LACCD Board Rules, Chapter X, Human Resources, Article V, Certificated Salary, §10535</li><li>• Los Angeles College Faculty Guild Local 1521 Contract, Appendix A</li><li>• Legacy Personnel Guide B 365</li></ul>