



## **Degree Attainment Award FAQs**

**The following Frequently Asked Questions (FAQs) are intended to provide guidance concerning the Degree Attainment Award for qualifying staff and administrators.**

**Q. Who is eligible for a degree attainment award?**

- A. Staff with benefits and Administrators are eligible for a degree attainment as outlined in College Policy and Procedure 35001 – Compensation Programs, section X:

Subject to fiscal constraints, on or after July 1, 2013, where an associate staff, support staff, or administrator earns progressively higher degrees (Associate, Bachelors, Masters, and/or professional or terminal degrees) from a regionally accredited institution during the course of employment, the employee shall inform the Office of Human Resources and Strategic Talent Management of such accomplishment and request a degree attainment salary enhancement equal to \$1,500.00. Only two such lump sum payments may be granted during the course of an individual's employment at the College.

**Q. When am I eligible to request a degree attainment award?**

- A. Qualifying employees are eligible to request a degree attainment award upon earning a progressively higher degree from a regionally accredited institution on or after July 1, 2013. The degree attainment award request form must be submitted within six (6) months of degree conferment. If a degree attainment award request is denied, subsequent requests for the same level degree will not be accepted.

**Q. If I obtained a degree while working at Montgomery College prior to July 1, 2013, will I be eligible for a degree attainment award?**

- A. No. Employees who have obtained degrees prior to July 1, 2013, will not be eligible to receive a degree attainment award for an existing degree.

**Q. Must an employee's position require a degree to be awarded a prospective degree attainment award?**

- A. No, an employee's position does not have to require a degree to receive a degree attainment award.

**Q. Must the degree be related to my current line of work?**

- A. No, the degree does not have to be related to your current line of work to receive a degree attainment award.

**Q. Am I eligible for a degree attainment – salary enhancement if I receive a second degree under a different curriculum of study?**

- A. No, the degree attainment award is only available to employees who earn a progressively higher degree than the degree that he or she has already attained.

**Q. Am I eligible for a degree attainment award if I receive a degree from a non-accredited school?**



A. No, the degree attainment award will only be awarded if the degree is issued from a regionally accredited institution.

**Q. Can I receive a degree attainment award upon receipt of an educational or professional certificate?**

A. No, the degree attainment award is only available when an employee earns an educational or professional degree from a regionally accredited institution.

**Q. How much can I expect to receive for a degree attainment award?**

A. The degree attainment award for staff and administrators is equal to \$1,500.00 (lump sum), subject to fiscal constraints.

**Q. Is there a limit on how many degree attainment awards I can receive?**

A. Yes, only two degree attainment awards may be granted to eligible staff and administrators during the course of an individual's employment at Montgomery College.

**Q. Am I eligible for a degree attainment award if I currently receive the maximum salary allowable for my grade?**

A. Yes, employees who are at the maximum of their salary grade, if otherwise eligible, can receive a degree attainment award. This award does not increase base pay, but is paid via a lump sum.

**Q. If I am granted a degree attainment award, when can I expect to receive the lump sum pay?**

A. The lump sum would appear the pay period following a review of the official transcripts and verification of the degree attainment.

**Q. How do I request a degree attainment award?**

A. Please visit the [Human Resources and Strategic Talent Management](#) web site and complete the Degree Attainment Award Request Form. All correspondence related to a degree attainment award must be sent to the Office of Human Resources and Strategic Talent Management (HRSTM) via the [Degree Attainment Award](#) mailbox.

**Q. What is the process for submitting the Degree Attainment Award Request form?**

A. Step 1

Upon completing the Degree Attainment Award request form, the requester should return it to the Office of Human Resources and Strategic Talent Management, 9221 Corporate Blvd., Suite E101, Central Services, Attention: Classification & Compensation Team.

Step 2

In addition to completing the form, the employee is responsible for contacting the educational institution from which they graduated and requesting that an official transcript be mailed directly to HRSTM in a sealed envelope. Please note, in order for your degree to be verified, HRSTM must receive an official transcript in a sealed envelope with the degree granting institution's seal, indicating the degree was awarded/conferred.

**Q. Where should the official transcripts be mailed?**

A. The official transcript must be mailed directly from the educational institution to:



Montgomery College Office of Human Resources and Strategic Talent Management  
9221 Corporate Blvd.  
Suite E101  
Rockville, MD 20850  
Attn: Classification & Compensation Team

**Q. What if I have a question that was not answered through the FAQs?**

- A. Please send any questions not covered in the FAQs to the Degree Attainment Award mailbox. Every effort will be made to respond to questions quickly, but no later than 48 hours after receipt.

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