



## EXTENSION AGENT INDIVIDUAL STUDY PLAN

Name: \_\_\_\_\_ County: \_\_\_\_\_

Program Area: \_\_\_\_\_ Area: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Undergraduate Degree: \_\_\_\_\_ Institution: \_\_\_\_\_

Desired Degree: \_\_\_\_\_

Institution: \_\_\_\_\_

*Criteria for degree approval will include:*

- *Degree content is directly related to the position requirements for current position*
- *Time demands of course work would not interfere with ability to perform present job*
- *Performance in current position*

1. Explain how your desired degree will enhance your ability to perform your present position and how it is related to your Extension career. (Attach additional pages as needed)

2. Outline your projected plans for completion including how many courses you will take per semester, whether you plan to request study leave, and your projected timeline. We realize this plan may change due to class availability and personal situation. (Attach additional pages as needed)

3. A copy of the required coursework for the degree must accompany this form.

Degree Plan Approved: \_\_\_\_\_

Degree Plan Denied: \_\_\_\_\_

\_\_\_\_\_  
Assistant Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area Director

\_\_\_\_\_  
Date

Area Directors send form to appropriate Assistant Director. Assistant Director sends back to Area Director. A copy of the signed form should be kept by the agent, Area Director, Regional Office and one copy in the Extension Personnel file.

**Note: Research projects as a part of this Study Plan / Degree Program that involve surveying Extension Agents and other employees must be approved by IRB and submitted to the Regional Extension Director for review and approval. The Regional Extension Director will collaborate with Assistant Directors and Area Directors and will work with agents to ensure that CES guidelines are maintained.**

**For participants in the UK Employee Education Program:** Graduate level waivers in excess of \$5,250 per calendar year are subject to taxation. The graduate tuition waived in excess of \$5,250 per calendar year will be split between the remaining pay periods in the year to be reported through the employee's payroll as (imputed) income which increases their gross wages. Payroll taxes are calculated based on the gross wages. The payroll taxes are unique to each employee based on their gross wages, how many exceptions they claim on their W-4, tax-sheltered benefits, etc. See [UK Human Resources Employee Education Program – Frequently Asked Questions](#) (last viewed 3/12/21). **Please consult your tax advisor for tax advice and for the most current tax information.** Contact the UK Employee Education Program Office for the most up-to-date information concerning the program and related payroll deductions. It is the employee's responsibility to determine the tax implications of participation in the Employee Education Program.

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