

**UNIVERSITY OF KENTUCKY  
COOPERATIVE EXTENSION  
SERVICE  
COLLEGE OF AGRICULTURE  
FOOD and the ENVIRONMENT**

**EXTENSION AGENT INDIVIDUAL STUDY PLAN**

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

Program Area: \_\_\_\_\_ District: \_\_\_\_\_ 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)

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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)

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Director

\_\_\_\_\_  
Date

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

**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 Kentucky Extension Director of County Operations for review and approval. The Director of County Operations will collaborate with Assistant Directors and District Directors and will work with agents to ensure that CES guidelines are maintained.**

June 2016

