

**Vanguard Academic Assistance Degree  
Pre-Approval Form (for undergraduate  
and non-MBA graduate degrees)**

<b>Crew member's name</b>	<b>Crew ID #</b>
<b>Current job code</b>	<b>Current job title</b>  (please attach a copy of your job description from VCAPs)
<b>Link to school website for this degree</b>	<b>Name of school that you are attending</b>
<b>Name of your job-related degree</b> (and concentration, if applicable)	
<b>Specify degree type:</b> Undergraduate or Graduate (and concentration, if applicable)	
<p><b>Manager's/supervisor's validation</b>          &lt;In this section, the crew member's manager or supervisor should briefly describe how the requested degree program relates to his or her <u>current</u> job responsibilities. Please be specific and include the percentage of time that the crew member spends on these duties and responsibilities.&gt;</p>	
<b>Supervisor's name</b>	<b>Supervisor's Crew ID</b>
<b>Supervisor's signature</b>	<b>Date</b>
<b>Please attach a copy of the crew member's current in VCAPS.</b>	