

Employee Enrollment in College Courses

If the appropriate funds are available, the College may cover the tuition or registration fee for each full-time employee who may enroll in one curriculum or extension course per semester in the system, when the course is deemed beneficial to both the employee and the College. Prior approval must be received by the employee from his/her immediate supervisor and appropriate vice president. Courses taken during working hours must be job related and release time must be approved from the employee's immediate supervisor and appropriate vice president prior to the employee enrolling in the course. Payment for tuition or registration fee is contingent on availability of funding as determined by the President.

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