

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUALPOLICY NO.: I:01:04 DATE: September 15, 1980SUPERSEDES POLICY NO.: I:01:04 DATED: March 18, 1980

SUBJECT: Scholarship Program for Employees

APPROVED: Robert O. Riggs, President



Staff employees are encouraged to continue to develop their skills and knowledge through participation in educational programs that are available on a formal and organized basis. As an incentive, full-time staff may request sponsorship from their department for a scholarship not to exceed the maintenance fees for the coursework taken. The following rules are established as guidelines:

1. This scholarship program is available to all full-time staff employees that have been employed by the institution for at least six months. Staff employees shall be defined as not including faculty, administrators, graduate assistants, or personnel holding faculty rank or status. For the purposes of this policy, "administrator" is defined as those individuals who are deans, deans' equivalents, or higher. All others normally considered "administrators" shall be allowed to participate under the provisions of this program.
2. Personnel must meet the requirements for admission and are subject to institutional regulations and academic procedures.
3. Courses must be for credit in a degree program, excepting non-credit courses directly job-related as certified by the supervisor and/or designated institutional officer.
4. Staff employees may not schedule classes during their normal working hours except as may be directly related to their job and approved as such by their supervisor and at the vice presidential or executive level.
 - a. The taking of courses during working hours shall be limited to one (1) course per quarter. (Normal working hours are defined as 8:00 a.m. to 4:30 p.m. less one lunch hour to be designated to occur between 11:00 a.m. and 2:00 p.m. by the individual's supervisor. For staff employees who work shifts different from the above, normal work hours shall be defined by the individual's supervisor.)
 - b. Should a staff employee not be able to take a desired class except during normal working hours, such staff may, with supervisory approval, enroll for the class and compensate the University for time away from the job.

5. Supervisors shall limit the number of credit hours for which their employees enroll so as to maintain an optimum level of job performance.
6. Participants must complete with passing grades all courses in which they enroll under this program in order to take subsequent courses in this program. Exceptions will be made only in cases where a physician has certified failure for health reasons or when the employee has paid for and completed at least two courses since having failed to complete a course taken at institutional expense.
7. Cancellation of fees by the institution will be restricted to an amount no greater than the established resident maintenance fee for six (6) quarter hours per term. Personnel will be responsible for all other fees.
8. Institutional participation is contingent on availability of funds and institutional benefit in such participation, and on the approval of the employee's immediate supervisor, dean or director, and vice president.

Procedures

1. After an employee has made application and received final acceptance for admission to the University, he/she must submit a request for staff scholarship on PPM Form I:01:04:a to his/her supervisor at least two weeks prior to registration. Application forms may be obtained from the Business Office.
2. The immediate supervisor shall certify appropriateness of employee enrolling for course(s) and that the University will be compensated, if need exists, for time away from job during normal working hours. He/she shall forward the form to his/her vice president for approval.
3. Upon his/her approval, the Vice President shall forward the form to the business manager for certification that funding is available.
4. Upon funding certification, the business manager shall return the original and one copy of the form to the employee.
5. The employee shall present the original to the cashier at registration in lieu of maintenance fee payment.

EMPLOYEE SCHOLARSHIP APPLICATION

Austin Peay State University

(Complete one application for each course.)

TO BE COMPLETED BY APPLICANT

1. Name: _____

2. Soc. Sec. No.: _____

3. Position: _____
Date Employed: _____

4. Employment Status: Full-time Part-time

5. Department: _____

6. Course No. & Title: _____

7. No. Credit Hrs.: Graduate _____ Undergraduate _____

8. Quarter: _____ Year _____

9. Class Schedule: _____
(beginning & ending times; days of week)

(Applicant Signature) (Date)

Instructions to Applicant:

Step 1: Apply for and obtain final acceptance for admission to APSU.

Step 2: Complete and sign form and submit it to immediate supervisor at least two weeks prior to registration for the quarter in which enrollment is desired.

Step 3: Present the original to the cashier at registration in lieu of fee payment.

FOR BUSINESS OFFICE USE ONLY

Scholarship Allocation \$ _____

(Business Manager) (Date)

TO BE COMPLETED BY SUPERVISOR

1. Applicant's Normal Working Hrs.: _____

2. Applicant's Normal Lunch Hrs.: _____

3. If applicable, indicate arrangements for compensation of time away from the job:

Adjusted lunch hrs. on non-class days.
(Specify: _____)

Early beginning work time.
(Specify: _____)

Late ending work time.
(Specify: _____)

Annual leave.
(Specify hrs. per wk.: _____)

Other.
(Specify: _____)

Approved: _____
(Immediate Supervisor) (Date)

Supervisor shall route for further approvals.

(Dean or Director) (Date)

(Vice President) (Date)

Route form to business manager for allocation of funds.