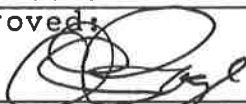


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number:	Supersedes Policy Number:
5:001	5:001
Date:	Dated:
October 25, 1989	January 23, 1989
Subject:	
Scholarship Program for Employees	
Initiating Authority:	SBR Policy/Guideline Reference:
Vice President for Finance and Administration	5:01:04:00 P-075, P-070
Approved:	
 <div style="text-align: right;">President</div>	

Austin Peay State University is committed to the need for the continued professional growth and development of faculty and staff. It considers support for educational expenses of personnel as an important vehicle for addressing that need. This program is available subject to the funds being budgeted and available.

Types of Support for Educational Expenses

There are five (5) programs by which Austin Peay State University may provide for faculty and staff support for personnel to further their formal education under SBR Policy No. 5:01:04:00, SBR Guidelines P-070 and P-075. The programs are:

(1) Faculty or Administrative/Professional Staff Grant-in-Aid Programs

This program is designed to provide tuition or maintenance fees and/or living allowance for an individual who - on an approved leave of absence - is enrolled on a full-time basis in credit courses. (Use SBR Form P-070-1 and SBR P-070-3.)

(2) Faculty or Administrative/Professional Staff Tuition or Maintenance Fee Reimbursement Program

This program is designed to provide tuition or maintenance fees only for an individual who takes credit courses on a part-time basis - either at Austin Peay State University or at another institution - while continuing work responsibilities at Austin Peay State University. (Use SBR Form P-070-2.)

- f. These regulations shall have no effect on the existing faculty and staff development programs.
- g. A passing grade must be achieved in order for an employee to continue taking courses in this program. If an individual should fail a course, he or she must pass two courses at the level of the failed course before becoming eligible to continue this program.
- h. "Term" shall mean any period of time in which a student may receive a grade for the completion of a course. It is the intent of this policy that employees will normally be eligible for one course per term; however, the structure of academic calendars in the summer may permit an employee's eligibility for more than one course. In no case can an employee enroll in more than one course under the provisions of this policy if the terms overlap; moreover, in no case may an employee receive a fee waiver under the provisions of this policy for more than two courses between the end of spring semester and the beginning of fall semester.

Additional Note

Complete material supporting individual requests must be maintained by the supervisor. Each recipient must supply the supervisor with affirmed grade reports for the courses taken prior to the next official registration.