



ADAMS STATE COLLEGE
EMPLOYEE TUITION SCHOLARSHIP PROGRAM
Effective Spring Semester 2004

A. SUMMARY/BACKGROUND

Each fiscal year, the Adams State College Foundation, through a generous donation, sponsors the Employee Tuition Scholarship Program. The purpose of this program is to provide ASC employees with educational opportunities to promote job and career enhancement. State Fiscal Rule 2-8.04, which authorizes this program, reads as follows:

Job related and career enhancement courses may be provided to state employees at no cost or at a reduced cost as authorized by their state agency or institution of higher education. Written approval shall be obtained by the state employee from the chief executive officer (college president), or a delegate, of the state agency or institution of higher education providing this benefit prior to enrollment. Only courses that will benefit the state and enhance the employee's performance shall be approved.

Since this donation is the sole funding source for this program, policy and procedure have been developed to maximize the use of these funds, ensure that awarded benefits do not exceed available funding, and to comply with state fiscal rules.

B. GENERAL GUIDELINES

The Human Resources Department will administer this program. However, the President has delegated final approval of scholarships to the Employee Tuition Scholarship Committee. This committee shall consist of the Faculty Senate President, the Classified Employees Council President, and the Professional Administrative Staff Council President. The Director of Human Resources shall serve on this committee as a non-voting advisory member.

The committee shall use the following guidelines in awarding scholarships:

1. Enrollment is limited to those cases in which classroom space is available without eliminating a tuition-paying enrollee. Early registration will not be allowed.
2. The scholarship amount received will be based upon the resident Graduate/Undergraduate tuition rate. Employees assessed non-resident tuition must pay the difference between the resident and non-resident rate.



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3. Tuition in excess of the employee scholarship, technology fees, course specific fees, and other fees are the responsibility of the individual employee. (College service fees are waived when an employee pays AS&F dues)
4. Permanent full-time employees may receive this scholarship for up to six credit hours per fiscal year. Permanent part-time employees are eligible for a prorated number of credits based on their FTE.
5. Spouses or children of the employee are not eligible for the scholarship
6. All summer credit hours will count towards the fiscal year beginning that July. (i.e. June 2003 course counts towards fiscal year 2004).
7. The annual budget will be divided into three funds to cover Summer, Fall and Spring semesters. Funds remaining at the end of each semester will be rolled forward.
8. In the event that applications exceed available funding applications will be approved in the following order:
 - a. Job enhancement & Career Development,
 - b. Degree Seeking,
 - c. Personal
9. The employee must take courses for credit and must complete the class with a passing grade, (C or better in graded courses and P in Pass/Fail courses) to be eligible for the tuition scholarship.

C. PROCESSING APPLICATION

1. Employee shall provide the following to Human Resources:
 - a. Completed tuition scholarship application form (Attached as exhibit "A") and
 - b. Completed college service fee waiver form, if necessary (Attached as exhibit "B")
2. Each semester, specific application deadlines will be communicated to employees. The deadline will typically fall two weeks prior to the start of classes. Late applications may not be considered.
3. All applications submitted to Human Resources shall be checked for completeness and forwarded to the review committee for approval.
4. The review committee shall meet to review applications and submit its decisions to Human Resources.
5. Human Resources will then notify employees of the status of their application and, if approved, be allowed to register for and attend classes.



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D. LEAVE

1. If the employee requests leave to take a class and the supervisor certifies that the class is directly related to the job and will enhance the employee's performance, he/she may recommend educational leave, flexible work hours or annual leave be approved. The supervisor must obtain written approval from the Human Resources Director before flextime is granted. Annual leave shall be requested on a regular leave request form and processed along with the application for a tuition scholarship.
2. Education leave must have the approval of the appropriate Provost, Assistant Provost, or Vice-President of your organizational unit before it can be granted.
3. The supervisor may deny the employee a flex schedule or leave for a variety of reasons, including but not limited to the following:
 - Excessive hours per week requested.
 - Workload too heavy to allow employee time off.
 - Employee is only staff member on-duty at time requested.
 - Employee has had excessive absences over the year.

E. PAYMENT

1. The scholarship will be applied to the employee's account after the semester add/drop date.
2. In the event the employee does not complete the course or receive a passing grade as previously defined, the scholarship will be revoked. The employee will be required to pay tuition in full or make satisfactory payment arrangements through the Business Office.

F. APPEAL OF COMMITTEE DETERMINATION

1. Employees wishing to appeal the decision of the committee must do so within 5 working days of the date they were notified of the committee's decision.
2. The appeal must be in writing and delivered to the Office of Human Resources. The appeal must provide the committee with additional information as to why the decision is being appealed.
3. The committee will meet to consider the appeal and make a determination based on the information provided in the appeal. The committee's determination at this stage is final and may not be appealed.
4. The employee will be notified of the committee's decision on the appeal within 2 working days of their meeting.



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G. VERIFICATION OF COMPLETION

1. It will be the responsibility of the employee to submit an unofficial transcript of his/her grades to the Human Resource Office no later than two weeks following completion of the semester.
2. If the class was not completed or the employee did not receive a passing grade, the Human Resources Office will notify the Business Office and the tuition scholarship will be revoked.
3. The Human Resources Office will attach the grade report to the employee's tuition scholarship application and place both in the employee's personnel file.