
Staff Training Program

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1.0 PURPOSE

The College recognizes that in certain instances it is to the benefit of the institution to provide training for its employees. This training may include the enrollment of these employees in academic courses offered at the College of Charleston. In those instances where this training takes the form of enrollment in College courses, then it is incumbent upon the employee's supervisor to assure that the employee's attendance in this course will enhance the employee's job performance and benefit the institution. As with other training, if the supervisor concludes that this attendance benefits the institution, then the College (department) may elect, subject to certain restrictions, to cover the costs of this attendance. In no circumstances, however, will the credit hours generated by these employees be submitted as part of the College's funding formula.

2.0 ELIGIBILITY CRITERIA

Persons eligible for the Staff Training benefit must:

- 2.1 Be filling a permanent position (full or part-time of at least 30 hours per week) at the institution or be employed by the institution in temporary grant-funded position, or time-limited project position.
- 2.2 Have at least six months of state employment service.
- 2.3 Employee must NOT be the recipient of other official grants, financial aid, G.I. Bill, scholarships, etc.
- 2.4 Be eligible, at minimum, for non-degree adult student admission to the institution.
- 2.5 Be a legal resident of the state of South Carolina.

3.0 PROGRAM GUIDELINES

- 3.1 Employee must have permission from his/her supervisor to enroll in and attend the class. The course may not interfere with the employee's regular number of hours worked. Supervisors are encouraged to make arrangements when possible to allow the employee to change their work schedule or take annual leave to participate in the program. Individual departments are responsible for accurately monitoring employee work and leave time for participating employees.

- 3.2 The benefit is limited to up to a maximum of six semester hours of credit per academic term (Fall/Spring/Maymester-Summer Sessions) dependent on institutional funding.
- 3.3 Students must complete and pass the course(s) taken with a final grade of "C" to have tuition costs covered under this program. **Employees will be required to reimburse the institution for any course in which they fail to meet these criteria.** Auditing of courses is not permitted under this program.
- 3.4 Only basic tuition and fees are covered; additional special fees including lab fees, books, etc. are the responsibility of the individual employee.
- 3.5 If institutional employment is terminated during the semester, the employee is responsible for the payment of course fees awarded in the program grant.

4.0 APPLICATION PROCEDURES

- 4.1 The number of tuition assistance grants under this program will be determined each semester by the funds available.
- 4.2 Applications will be accepted each semester in the Office of Admissions and Adult Student Services and are due by published deadlines. Maymester-Summer are considered one semester.
- 4.3 Applications will be reviewed by the Office of Adult Student Services for compliance with the program parameters. The Office of Human Resources will provide verification of employee position and state service credit.
- 4.4 The Office of Adult Student Services will notify applicants of their acceptance or rejection into the program.
- 4.5 The Office of Adult Student Services will notify the Offices of Human Resources, Auxiliary Services, and Financial Aid of employee acceptance into the program.
- 4.6 The Office of Financial Aid will oversee the transfer of funds to cover the approved tuition and fees into the proper accounts on behalf of the students accepted into the program.
- 4.7 The Office of Adult Student Services will verify the final grades of students enrolled in this program each semester and notify the Treasurer's Office of any reimbursements that need to be billed.

5.0 PROGRAM REVIEW

The Office of Adult Student Services in the Office of Admissions will administer and annually review the program on behalf of the institution to ensure the program complies with State Budget and Control Board program guidelines.

Sponsor:	Director Adult Student Services	Date:	December 8, 1997
Recommendations:	VP Enrollment Management	Date:	
Approval:	Deans and Directors Group	Date:	October 30, 1997
Final Approval:	Provost	Date:	December 15, 1997
Revised:	D.Harmon	Date:	March 23, 2006