

# **Tuition Reimbursement/Advanced Placement Information and Application Packet**

## **Faculty**

### **Information:**

MCC is committed to the continuing development of its full-time Faculty. Recognizing that it is in the best interest of the College to have the personnel grow both professionally and personally and to encourage the holistic development of its staff, the College offers tuition and fee reimbursement up to the limit specified in College policy for professional study which is consistent with one of the criteria listed below. Advanced Placement is also offered for full-time Faculty. In addition, the College offers a tuition waiver program for courses offered by the College and taken for personal development.

### **Criteria:**

#### **Tuition Reimbursement**

Tuition reimbursement is subject to prior approval, and evidence of successful (C or better for credit courses) completion is necessary. Courses and/or activities considered appropriate for prior approval would be:

- A. Relevant to the role description and professional responsibilities of a faculty/staff member, or
- B. Congruent with areas the College has designated as priorities for development, or
- C. Related to the faculty/staff members Professional Development Plan as mutually agreed upon by the individual and the College.

#### **Advanced Placement**

Advanced Placement is subject to prior approval of courses and/or activities requested. Those considered appropriate for Advanced Placement would be:

- A. Relevant to the role description and professional responsibilities of a faculty/staff member, or
- B. Congruent with areas the College has designated as priorities for development.
- C. Meet the guidelines as established in the Faculty contract.

Advanced Placement will be awarded upon successful completion of approved courses and/or activities according to College policy.

### **Application for Prior Approval:**

To facilitate the timely consideration of a proposal, the completion of the Tuition Reimbursement/Advanced Placement Application is necessary. This application is to be submitted to the appropriate supervisor as early as practical before the starting date of the activity. Approved applications will be forwarded to the Office of Human Resources for processing.

## With the College Community

1. Written report to immediate supervisor. This could be an objective or subjective evaluation of the course, conference, seminar or activity to determine quality and the desirability of future participation.
2. Review and/or brief report to others in the College community (newsletters, in-service, division meetings, staff meetings, committees, etc.).
3. Teaching of others in the College community.
4. Identification as a resource person recognition as knowledgeable about the particular subject matter.
5. Assistance in advanced planning for others who may desire similar activities in the future.

### Guidelines for Writing a Report of a Staff Development Activity

Participants may wish to submit a report of a Staff Development Activity to their managers and/or co-workers. You may want to share ideas learned, and perhaps to encourage others to increase their skills.

The following list of questions might help you cover everything you want.

#### **Name of Activity:**

- Did attending the activity give you a new perspective of your job or MCC?
- What new ideas did you learn that will help you and others every day?
- Did talking with other participants give you any new insights?
- How was your thinking broadened by the activity?
- Was it also practical and applicable?
- Did you discover any new approaches to your problems?
- What helpful tips did you pick up?
- What new insights did you develop in dealing with other people?

#### **So that others at MCC will know whether or not to attend a similar activity in the future:**

- Was the activity well organized?
- Was the material effectively presented?
- Was it an enjoyable as well as a profitable learning experience?
- Would you like to attend another such activity in the future? Why?

# Tuition Reimbursement/Advanced Placement Application For Faculty

*This form must be submitted and approved one week before the beginning date of the class/activity.  
Please fill out completely. Incomplete forms will delay processing.*

## I. Personal Information

Name:

Ext:

Division/Area:

Current Professional Role:

Highest Degree Attained:

## II. College Support Sought (Please select all that apply)

Tuition Reimbursement/MCC Waiver  
Paid for by Department

Books

Fees

Advanced Placement

## III. Activity

Title:

Catalog Description (or equivalent):

Activity offered by:

Credit hours

CEU's

Clock hours

This activity meets the criteria for: (check one)

Traditional credit hour course work

Non traditional professional development (15 clock hours = credit), only 6 of these credits  
can be used per lane change unless Terminal Degree holder (refer to Faculty Contract 12.5)

Cost of Activity:

Date(s) of Activity:

**IV. Rationale**

How does the proposal meet the required criteria? (See attached criteria for reference purposes.)

V. How will this activity be shared with the College community? (See attached for possible ways and means of sharing.)

VI. Other relevant information:

Date \_\_\_\_\_ Signature \_\_\_\_\_

Print now. Discuss with Executive Dean/Supervisor for approval.

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**Recommendation**

\_\_\_\_\_ Recommended for approval for tuition reimbursement.

\_\_\_\_\_ Recommended for approval for Advanced Placement.

\_\_\_\_\_ Recommended for denial.

Reasons for recommendations:

Date \_\_\_\_\_ Signature \_\_\_\_\_  
Supervisor

*Please forward approved application to the Office of Human Resources for processing.*