

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
GRADUATE/UNDERGRADUATE COURSE AND CONTINUING EDUCATION AND TRAINING REIMBURSEMENT PROGRAM	12-1501	1 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-12.1 Professional Development	March 13, 2024	

Purpose

The purpose of this procedure is to explain the process for the graduate/undergraduate course and continuing education and training reimbursement program. Reimbursement under this procedure shall be limited to up to \$4,250 per fiscal year for undergraduate courses and up to \$5,250 per fiscal year for graduate courses.

Procedure

A. Procedure for Graduate/Undergraduate Courses

1. Employees participating in a graduate/undergraduate program shall be required to attend those institutions which have earned full accreditation through a regional accreditation agency.
2. Only full-time and regular part-time non-instructional employees shall be eligible for participation in the graduate/undergraduate reimbursement program. Participation by regular part-time employees shall be limited to course work approved by the supervising administrator to facilitate the regular part-time employee's performance of required job duties. Regular part-time employees must be employed by the College for at least one (1) year before participating in the course reimbursement program.
3. Application Requirements for Graduate/Undergraduate Courses:
 - a. To ensure the availability of funds, the employee must submit the completed graduate/undergraduate course application (one for each course) in myFSCJ at least two (2) weeks prior to the start of the course.
 - b. The application will be reviewed in terms of improvement of the employee's effectiveness at the College. Applications for course work in preparation for positions not available within the College shall not be approved. To qualify for funding, employees must justify how the course benefits the College and directly relates to the employee's job responsibilities.
4. Reimbursement Procedures for Graduate/Undergraduate Courses
 - a. Eligible employees shall be reimbursed in an amount not to exceed \$4,250 per fiscal year for undergraduate courses/\$5,250 per fiscal year for graduate courses in tuition only. Books and fees for insurance, general, lab, parking, etc., will not be reimbursed by the College. Employees are not eligible for travel reimbursement under this procedure.
 - b. Reimbursement of dissertation hours shall be limited to the lower limit of dissertation hours recommended or required by the university program and shall not extend beyond a period of five (5) years. The five-year period for reimbursement shall begin on the date of the first application for approval of the dissertation hours.

ADMINISTRATIVE PROCEDURE MANUAL		
SECTION TITLE	NUMBER	PAGE
GRADUATE/UNDERGRADUATE COURSE AND CONTINUING EDUCATION AND TRAINING REIMBURSEMENT PROGRAM	12-1501	2 OF 2
BASED ON BOARD OF TRUSTEES' RULE AND TITLE		DATE REVISED
6Hx7-12.1 Professional Development		March 13, 2024

- c. An expense report is required by the employee for all tuition reimbursement requests. Attached to the expense report must be the following: upon completion of the course a copy of the cancelled check or validated receipt for tuition payment and a copy of the grade report or an official transcript from the university indicating a grade of "C" or better on all undergraduate level courses or a grade of "B" or better for all graduate level courses. For courses in a planned program of study at an approved institution that does not award a letter grade, the institution's designation of satisfactory completion, as noted on the official transcript, will be accepted. The employee shall submit the expense report for approval and processing.

B. Procedures for Continuing Education and Training

1. Continuing professional education and training for the purpose of initiating or renewing certification for a professional license that directly relates to the employee's position at the College, and is so reflected in the annual employee evaluation, as authorized by the position supervisor, shall be reimbursed. All continuing professional education and training must be recognized by the appropriate Florida or national licensing board or the Department of Professional Regulations. Florida statutes regulating professions and occupations shall be followed.
2. Application Requirements for Continuing Education and Training
 - a. A continuing education and training application (one for each course) shall be completed by the employee, signed by the position supervisor and forwarded to the Financial Services Office at least two (2) weeks prior to the employee accepting any continuing education training.
3. Reimbursement Procedures for Continuing Education and Training
 - a. An expense report is required by the employee for all tuition reimbursement requests. Upon completion, written notification indicating successful completion from the training course provider and a copy of the fee schedule/receipt is required for all continuing education programs. The employee shall submit the expense report for approval and processing.
 - b. Travel shall be reimbursed if the continuing education training is in conjunction with an approved travel authorization.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: March 30, 1994

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