



## PROCEDURE FOR COURSE WORK PRE-APPROVAL AND REIMBURSEMENT

*(IMPORTANT – Please refer to your benefits sheet and/or bargaining unit contract for information on your specific course work benefit. In addition, please review the course work pre-approval and reimbursement procedures in the Staff Information Book.)*

1. The employee will complete the Course Work Pre-Approval form and submit it to the CIU-20 Recruitment Office, Attention Course Work Processing. It will be processed for approval by the appropriate Cabinet member. This form is to be submitted **BEFORE** the beginning of the course for which approval is sought. Any late submissions will not be approved.

Any course work pre-approval requests for **Out-of State and/or On-Line Courses or Videotaped Courses** must have the following information attached in order to be considered for approval:

1. Background on the college/university;
2. Information identifying what program the course is part of;
3. A copy of the course syllabus and course requirements;
4. Instructor credentials.

**Video taped Courses** with no interactions between the instructor and student will not be approved. Video taped courses that include on-going interactions will be considered for approval. Interactions may be on-line discussions, on-going e-mails, telephone conferences, or face-to-face meetings. The same information requested for on-line courses will be required for videotaped courses. Please refer to the Staff Information Book for information that must be documented in the course requirements (#3 above).

*\*\*\*\*\*Course work pre-approval requests submitted without this information will be returned and considered not approved.\*\*\*\*\**

2. For employees submitting a course work pre-approval request for the first time, proof of enrollment in a degree and/or certification program must be attached in order to be considered for approval. This must be an original letter from the college/university stating the program in which the employee is enrolled and the degree and/or certification pursued. Those course work requests that do not have the proof of enrollment will be returned and considered not approved.
3. Upon approval by the Cabinet member, the recommendation will be sent to the Executive Director for approval.
4. Upon approval by the Executive Director, the form will be sent back to the Recruitment Office, who will then send a copy of the form to the employee. The original form will remain with the Recruitment Office.
5. When the employee has completed the approved course, he/she will complete the Course Work Reimbursement form. The form is then submitted to the Recruitment Office with a copy of the grade report and receipt of money paid. Reimbursement requests must be submitted within the specific timeframe as outlined in the benefits sheet and/or bargaining unit contract. Any late submissions will not be approved. Course work reimbursement requests will not be granted unless the request is date stamped in the Human Resources office within 60 days following the receipt of the grade but no later than 90 days after the last day of class.
6. Upon approval, the course work reimbursement request will be forwarded to the Business Office for payment. A check will be mailed to the employee's home.
7. Please be advised that if you enroll and participate in a course prior to pre-approval for any course, you will be responsible for tuition, if not approved.
8. Any questions regarding the Course Work Pre-Approval and Reimbursement process should be referred to the CIU-20 Recruitment Office (610-515-6410).