POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: Employee Tuition Exemption

Responsible Division: Administrative Services

Date Approved: October 1998

The following policy is established for employees who wish to participate in courses offered by the college:

1. Full-time college employees may enroll in one curriculum or extension course per semester, as well as the summer academic period, in the community college system without payment of tuition or registration fees in accordance with North Carolina Administrative Code 23 NCAC 2D.0202 (7) (B). Self-supporting classes are excluded from this exemption.

2. Classes may not be attended during regular working hours or during scheduled lunch period without prior approval of the college President.

3. Requests to attend class during regular working hours or during scheduled lunch periods are to be submitted in writing to the college President through the appropriate Dean or Vice President.

4. Attendance in classes during regular working hours or during scheduled lunch periods will not be approved unless such attendance is considered to be in the best interest of the college. "Best interest of the college" is defined as attendance of an individual course or pursuit of a degree which will, upon completion, improve the ability or skill of the employee to perform his/her current position or prepare the employee to perform in another capacity within the college.

(See "Request to Take Class" form)