



Office of the Associate Director

Date: December 10, 2002

Memorandum

To: Regional Extension Directors

From: James C. Wade, Associate Director

Subject: Reimbursement of Tuition at Non-USM Institutions

This note rescinds the January 29, 1999, published policy (copy attached) on the reimbursement of tuition for MCE employees at non-USM (University System of Maryland) institutions.

Effective January 1, 2003,

1. MCE will no longer offer tuition reimbursement of tuition at non-USM institutions as an employee benefit except in cases where an employee is required to obtain a degree as a condition of employment and can not make suitable arrangements to obtain a degree at a USM institution. All employees hired at the rank of Associate Agent are required to obtain a Master's degree as a condition of employment.
2. MCE will continue reimbursements of cost of up to 3 units of credit per semester not to exceed the cost of 3 units at the University of Maryland, College Park
3. For employees currently (enrolled in the Fall Semester, 2002) seeking degrees under the January 29, 1999 policy and not included in condition 1) above, MCE will continue reimbursement as noted in condition 2) above until the individual completes the degree or until December 31, 2004, whichever comes first. The RED's are requested to submit a list of individuals working under this provision.
4. Certain MCE contractual employees may be required to take one or more course as a condition of employment. Tuition reimbursement at non-USM or USM institutions for such requirements may be made if funded from grant or contract funding and must be in accordance with the conditions of the grant or contract.

All other employee education benefits at UMS institutions are governed by University policy and remain unchanged.

Please advise all MCE employees of this change of policy.

XC: Ramia
Pruitt

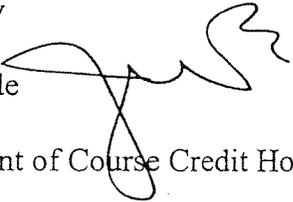


Office of the Associate Director

January 29, 1999

MEMORANDUM

TO: Jackie Hill
Maxine Casey

FROM: James C. Wade 

SUBJECT: Reimbursement of Course Credit Hour Fees

Attached is the revised policy to govern "Reimbursement of Course Credit Hour Fees." This policy is effective January 1, 1999. The policy has three important new points.

- 1.) It applies to faculty and staff.
- 2.) It applies to individuals in degree programs.
- 3.) It covers only 3 units per year.

We can waive the two weeks prior to registration this semester only.

Attachment

cc: Fred Vaughan
Norm Pruitt
Judy Williamson

REIMBURSEMENT OF COURSE CREDIT HOUR FEES

MCE employees interested in taking course work with credit hour fee reimbursement should discuss plans with the immediate supervisor. Courses taken should be relevant to the employee's job responsibilities and should contribute to improved performance. Prior approval of the Regional Extension Director, Department Chairperson, or Associate Director, 1890 Extension Program (as appropriate) and the Associate Director MCE is required.

Requests should be initiated in time for final approval at least two weeks in advance of registration. Every effort should be made to minimize the disruption of programs if course work requires absence of the employee.

Fee Reimbursement

Limited funds are available to reimburse employees who can clearly establish a need to take courses at colleges and universities where course credit hour fee remission is not permitted. Fee reimbursement will only be considered as a supplement to an individual's current education wherein it can be demonstrated that specific course work is needed for job enhancement.

Since funds for this purpose are limited, every effort should be made to take the course at a campus of the university where course credit hour fee remission is permitted. However, some employees are located many miles from any University of Maryland System campus. Therefore, priority will be given to requests from employees who are most inaccessible to a University of Maryland System campus where a required course is available, and where course credit hour fee remission is permitted.

Requests for fee reimbursement will be approved by the employee's immediate supervisor, County Extension Director (if applicable), Regional Extension Director or Department Chairperson and the Associate Director, MCE.

Upon successful completion of the course the employee will submit a copy of the grades received, an official document listing credit hour cost (i.e. a page from the institution's manual listing course fees), and proof of a paid bill to the Regional Extension Director or Department Chairperson. This documentation will then be processed for reimbursement to the employee. The maximum reimbursement per academic year will be three credit hours. The maximum allowance per credit hour is not to exceed the current charge for one resident graduate credit hour at the University of Maryland, College Park. Other fees and related charges will be paid by the employee.

January 1999