

If an employee transfers to another program and/or institution, they must re-apply for the Doctoral Tuition Assistance Program. Acceptance into the program the initial time, does not guarantee acceptance again.

Requests for reimbursements for the Doctoral Preparation Assistance program are processed through the Office of Institutional Effectiveness. The Employee seeking reimbursement will submit a copy of his/her grades and an itemized bill for the semester or quarter in which he/she is seeking reimbursement of funds within a reasonable timeframe after the semester or quarter has concluded. The Office of Institutional Effectiveness will then complete a Travel and Expense Report for one half of that semester's/quarter's tuition (fees are not eligible for reimbursement through this program) and submit to the Accounts Payable department for payment. Please note, reimbursement is issued only for courses in which the applicant has received a passing grade.

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

NA

NA

Office of Institutional Effectiveness
Human Resources
Accounts Payable

Approved January 2008
Revised June 2013
Revised March 2014
Reviewed January 2015
Reviewed February 2016
Reviewed January 2018
Reviewed and Revised December 2019
Updated with Logo and University January 2020
Reviewed and Revised November 2021