POLICY AND PROCEDURE

| TITLE: | Doctoral Preparation Assistance |

POLICY STATEMENT:
Goodwin University is highly supportive of its employees who are seeking to pursue a doctorate in their field of study, related field, or University administration. This policy applies to full-time employees with a minimum of two years of service (one of which must be full-time). The University will match the employee’s contribution to his/her doctoral education to a maximum of $5,000 per calendar year (recurring each year until completion). Matching awards will be considered only for courses ending in the calendar year for which applied. The University’s contribution will be considered a loan, which will be forgiven by two years of post-doctorate service.

Note: Pursuit of a doctorate is not a requirement for continuation of employment.

PROCEDURE DETAILS:
This procedure describes the process by which a full-time Faculty or Staff member may apply for doctoral-preparation assistance as described in the Doctoral Preparation Assistance Policy.

AREAS OF RESPONSIBILITY:
Full-time Faculty or Staff Member – Responsible for completing all parts of the application as described below.
Vice President – Signature of approval required
Senior Cabinet – Responsible for reviewing and approving all applications for doctoral-preparation assistance
Office of the Provost and Dean of Faculty– Signature of approval required

APPLICATION PROCEDURE DETAILS:
Full-time Faculty or Staff interested in applying for doctoral-preparation assistance from Goodwin University must provide the following to the Office of the Provost and Dean of Faculty no later than November 1st:
1. Completed Application for Doctoral Preparation Assistance signed by the Provost and Dean of Faculty;
2. Letter of acceptance into a doctoral program at a regionally-accredited university; and
3. A brief letter highlighting your accomplishments at and contributions to Goodwin University throughout your tenure here.

The Provost and Dean of Faculty will then distribute all qualifying applications to Senior Cabinet members for review and budget approval for the next calendar year beginning January 1st.

REIMBURSEMENT PROCEDURE DETAILS:
Requests for reimbursements for the Doctoral Preparation Assistance program are processed through the Office of the Provost and Dean of Faculty. The Employee seeking reimbursement will submit a copy of his/her grades and an itemized bill for the semester in which he/she is seeking reimbursement of funds. The Office of the Provost and Dean of Faculty will complete a Travel and Expense Report for one half of the semester’s tuition (fees are not eligible for reimbursement through this program) and submit to the Accounts Payable department for payment.
PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG
☒ FACULTY HANDBOOK
☐ STAFF HANDBOOK
☐ STUDENT HANDBOOK

DEFINITIONS:
NA

EXCLUSIONS:
NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:
Provost and Dean of Faculty
Human Resource

HISTORY:
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

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<td>RESPONSIBLE OFFICE (ONLY ONE):</td>
<td>Office of the Provost and Dean of Faculty</td>
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<td>REVIEW DATE:</td>
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APPENDIX:
Appendix A: Doctoral Preparation Application