



GOODWIN COLLEGE PROCEDURE

TITLE:	Doctoral Preparation Assistance
---------------	--

INTRODUCTION STATEMENT:

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 – Signature of approval required

APPLICATION PROCEDURE DETAILS:

Full-time Faculty or Staff interested in applying for doctoral-preparation assistance from Goodwin College must provide the following to the Office of the Provost no later than April 1st:

1. Completed Application for Doctoral Preparation Assistance signed by the appropriate Vice President (VP of Academic Affairs for all faculty members; appropriate Administrative Vice President for all staff members)
2. Letter of acceptance into a doctoral program at a regionally-accredited university
3. A brief letter highlighting your accomplishments at and contributions to Goodwin College throughout your tenure here

The Provost will then distribute all qualifying applications to Senior Cabinet members for review and budget approval for the next fiscal year beginning July 1.

REIMBURSEMENT PROCEDURE DETAILS:

Requests for reimbursements for the Doctoral Preparation Assistance program are processed through the Office of the Provost. 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 will complete a Purchase Order 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.

DEFINITIONS:

NA

HISTORY:

- Revised March 2014
- Revised June 2013
- Approved January 2008

RESPONSIBLE OFFICE:	Office of the Provost
REVIEW DATE:	Annually

APPENDIX:

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.