

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2303

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PROCEDURE TITLE: Employee Enrollment in Credit Courses

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: I-30 Waiver of Fees
II-76 All Personnel: Professional Development

EFFECTIVE DATE: August 20, 1975

LAST REVISION DATE: March 8, 2005

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I. PURPOSE

To establish guidelines for matriculation fee waivers for full-time employees who have completed six (6) months of continuing employment and are registering for credit courses at the College.


II. PROCEDURE

A. Employee matriculation fee waivers will be granted for up to eight (8) credit hours at Miami Dade College for each term (Fall, Spring, and Summer (session A/B combined)).

B. Matriculation fee waivers do not apply to courses offered by Continuing Education unless deemed appropriate by College Provost, Campus President, or Vice Provost.

1. While it is expected that courses will be taken outside the work day, a College Administrator may authorize via advanced approval an employee to register for courses during the employee's scheduled work day when such courses are not available outside the normal work day, provided the length of employee's work day (7 1/2 hours) is not reduced and/or the total hours worked in the work week (37 1/2 hours) are not reduced. A copy of the authorized approval to take courses during the scheduled work day shall be submitted to the Division of Human Resources for the employee's personnel file. The employee's absence from the work area shall not conflict with staffing requirements or prove disruptive to the operation.
2. Employees on personal leave (without pay) for educational purposes may obtain a waiver of matriculation fees not to exceed the eight (8) credit hours limitation as

defined.

	
3/8/05	
PRESIDENT	DATE