

# MANUAL OF PROCEDURE

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<b>PROCEDURE NUMBER:</b>	2303	<b>PAGE</b> 1 of 2
<b>PROCEDURE TITLE:</b>	Employee Enrollment in Credit Courses; Approval Process of a Workday Exception	
<b>STATUTORY REFERENCE:</b>	Section 1001.64, Florida Statutes	
<b>BASED ON POLICY:</b>	I-30 Waiver of Fees II-76 All Personnel: Professional Development	
<b>EFFECTIVE DATE:</b>	August 20, 1975	
<b>LAST REVISION DATE:</b>	June 26, 2020	
<b>LAST REVIEW DATE:</b>	June 26, 2020	

## I. PURPOSE

To establish guidelines for full-time employees who have completed six (6) months of continuous and uninterrupted employment and are registering for credit courses at the College related to: a) tuition waiver and b) the process for approval of registration for course(s) during the workday.


## II. PROCEDURE

- A. Employee matriculation fee waivers will be granted for up to nine (9) credit hours at Miami Dade College for each term (Fall, Spring, and Summer (session A/B combined)).
  1. Matriculation fee waivers do not apply to courses offered by Continuing Education unless deemed appropriate by College President or designee.
- B. While it is expected that courses will be taken outside the workday, the employee's Supervisor or Area Head may authorize an employee to register for courses during the employee's scheduled workday.

Such approval shall be requested prior to commencing coursework, may be granted when such course(s) 1) are not available outside the employee's scheduled workday, and 2) consist of required coursework for a degree program completion/graduation within two upcoming semesters. An employee and the immediate supervisor must agree upon a temporary work schedule to ensure the employee continues to meet the minimum

expectations of 37 ½ hours of work per week during the term of the course work. The agreed upon temporary schedule must be submitted with the approval form

1. A copy of the approval form, and agreed upon temporary schedule, shall be submitted to the Division of Human Resources Office of Employee Relations/Employee Development for the employee's personnel file prior to the start of the course. The form is available online at [https://www.mdc.edu/hr/OnlineForms/Register for Courses Approval Form.pdf](https://www.mdc.edu/hr/OnlineForms/Register_for_Courses_Approval_Form.pdf).
2. The employee's absence from the work area shall not conflict with staffing requirements or prove disruptive to the operation.

	
6/26/2020	
<b>PRESIDENT</b>	<b>DATE</b>

## Authorization for Employee to Register for Credit Courses During Normal Workday

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Employee's Name: (First)	(Last)	Position Title	Employee ID
Course Title:		Course #:	Reference #
Term:	Year:	Day(s):	Time:

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Describe reasons for taking credit course during workday.

Describe department hours of operation, the employee's regular work schedule (days/time) and how time will be made up to fulfill the minimum 37.5 hour requirement for the workweek.

Employee's Signature	Date
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This Approval is consistent with [College Procedure #2303](#)

Supervisor's Name	Date	Supervisor's Signature
		Position Title
Name of Dean, Students (or designee)	Date	Signature: Dean, Students or Designee/Title
		Position Title (if approved by the Dean's Designee)
Name, HR Representative	Date	Signature, HR Representative
		Position Title