



## Policy Directory

Responsible Division: Finance and Administration  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Attending School While Employed at Alcorn State University**

---

---

### Policy:

It is the policy and practice of Alcorn State University to encourage and to assist, when feasible, faculty and staff members to maintain professional competencies, knowledge, and skills by making it possible for them to engage in appropriate professional development activities, including further formal study at Alcorn State University, as well as at other institutions.

Faculty and staff members who desire to pursue formal study and continue employment at Alcorn State University must complete a Faculty/Staff Development Application when they intend to pursue formal study at an institution other than Alcorn State University. This application must also be used when faculty and staff members do not request or receive financial assistance from Alcorn State University. The Faculty/Staff Development Application is located on the Office of Human Resources webpage at [https://www.alcorn.edu/uploaded/files/finadmin/hr/Faculty\\_and\\_Staff\\_Development\\_Application.pdf](https://www.alcorn.edu/uploaded/files/finadmin/hr/Faculty_and_Staff_Development_Application.pdf).

Study must not impede the duties and responsibilities of the employee. If the employee is requesting leave time during the normal work hours to pursue such formal study, his/her request must be approved by the immediate supervisor, the appropriate Vice President, and the University President/IEO before such leave of absence is granted. The study leave may be approved for up to, but not exceeding four (4) hours per week during hours while the employee is enrolled in applicable course(s). However, taking classes during normal working hours is not encouraged, except in circumstances when the course of study is in an area of University need. If the time of study does not include normal working hours, the immediate supervisor and the unit head need not approve the application.

### Faculty/Staff Development Application

Faculty and staff members who desire to pursue formal study and continue employment at Alcorn State University must complete this application when they intend to pursue formal study at **an institution other than Alcorn State University**.

The completed application (along with class schedule) should be filed with the Office of Human Resources and the immediate supervisor, even when faculty and staff members are not requesting financial assistance from the University.

The faculty/staff member attest by signature below that his/her study will not impede the duties and responsibilities at Alcorn. If the employee is requesting leave during normal work hours, the immediate supervisor, Unit VP, and the University President must approve the leave. The study leave may be approved for up to, but not to exceed, four (4) hours per week during working hours while the applicant is enrolled in the applicable course(s).

Such leave is not encouraged during working hours except in circumstances where the course of study is in an area of University need.

**If the time of study does not include normal working hours, signatures other than that of the employee are not required.**

#### PLEASE TYPE OR PRINT ALL INFORMATION

Name: \_\_\_\_\_ A#: \_\_\_\_\_

University/College/School to be attended: \_\_\_\_\_

Enrollment Dates: \_\_\_\_\_ to \_\_\_\_\_

Class Schedule: \_\_\_\_\_

Total Hours of Leave Requested per Week: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

#### REQUIRED SIGNATURES OF APPROVAL:

Immediate Supervisor: \_\_\_\_\_

Unit Vice President: \_\_\_\_\_

University President: \_\_\_\_\_

Verification of Filing: \_\_\_\_\_

Director of Human Resources