



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT

**TRAINING**

SUB-TOPIC  
**COLLEGE OR UNIVERSITY DEGREE PROGRAM**

DEFINITION

This program will provide graduate or undergraduate level training leading to a degree in the employee's area of employment. Basically, it provides for full-time student enrollment and is for selected, qualified UTD employees. The program is provided on the basis of UTD needs and availability of funds.

ELIGIBILITY

Since this training program is to provide only full-time student enrollment of an employee in a graduate or undergraduate program leading to a degree, the following eligibility criteria must be met for employee selection.

1. Selected employees must possess the necessary academic qualifications to meet all entrance requirements of the school where training is to be provided.
2. Degree training must be directly related to an existing job within the University framework.
3. Selected employees must be scheduled for an appointment to a job at UTD requiring the degree training at the completion of schooling.
4. Selected employees must have been successfully evaluated as to competence and aptitude for training and recommended by the Human Resources Office and Vice President for Business Affairs.
5. Selected employees receiving financial educational assistance will be considered as employees and accrue vacation sick leave and other benefits while in a student status.