

TITLE III FACULTY ACADEMIC SUPPORT & ELIGIBILITY INSTRUCTIONS

ELIGIBILITY CRITERIA

Applicant must be a full-time faculty member who is on the active payroll at Grambling State University. Faculty who wish to pursue a terminal degree must do so in the discipline in which they teach, or in a discipline that is retooling to meet university needs. Priority will be given to faculty who are employed in programs seeking or re-affirming accreditation status.

Applicants must be enrolled at an accredited university for at least six semester hours, per semester.

Applicant must agree to submit an official grade report each semester. Failure to comply in a timely manner will delay processing of future assistance.

Applicant must have completed at least one (1) year of service or be in the third semester of service at the University when application is submitted.

Applicant must sign an obligation agreement for commitment of **six (6) consecutive semesters** of service to Grambling State University immediately upon graduation, or a minimum of **two (2) consecutive semesters** for each year of support if he/she discontinues the graduate program.

IMPORTANT NOTES

Program covers Fall and Spring enrollment in an academic credit course. Only courses required for attainment of the degree are eligible for this program. If funds are left over from the applicant's award from the Fall and Spring semesters, those funds can be used toward Summer enrollment. A separate application is requested for the summer.

This program covers tuition. **All** other fees in effect at the offering institution are the responsibility of the employee.

Awards will be made based upon availability of funds for a maximum of **six (6) consecutive years**.

Applicant must stay active (enrolled for consecutive semesters) in order to continue to receive tuition assistance. Applicant must reapply if he/she is not enrolled in the following semester. Applicant must submit a class schedule to the Office of Faculty Development, at least **TWO (2) WEEKS** after the start of the following semester.

Each employee, upon enrolling, automatically accepts the obligation to comply with the rules and regulations of the offering institution.

If the faculty defaults on returning to the University upon graduation or discontinuing the graduate program, he/she will be responsible for reimbursing the entire amount received, within a time period agreed upon with the University.

APPLICATION PROCESS

Applicant submits a fully executed application to the Office of Faculty Development at least **TWO (2) WEEKS** prior to the start of the program. All submissions must be typed. Handwritten material or an incomplete application will be returned to the submitter unprocessed for corrections.

Attach a cover letter on department letterhead addressed to the QEP Office (for faculty) requesting **Title III Tuition Support funds**.

Additionally, a copy of the letter of acceptance is required.

Format for Cover Letter

(Use a serif typeface such as Times New Roman, Ariel, etc.; a black font color; and a font size of 12 points or larger.)

1. **Purpose:** State clearly your goals, the program of study, and its benefits to the university. Identify the impact on your professional growth and your teaching, research, and service goals.
2. **Method:** Identify your plan of action. Include a detailed timeline and any methods you will employ to gauge your success.

Applicant should await notification of funding status from the Office of Faculty Development or Title III Office once your application has all of the appropriate signatures. Applicant will be notified of the applications status via email from the Office of FPD.

EVALUATION CRITERIA

An application will be assessed based on the degree to which the proposal supports the priorities of the University Strategic Plan.

REIMBURSEMENT PROCESS

Upon completion of the class for degree attainment, please submit a **copy of the application form** that was originally submitted along with an **original receipt of payment and an official transcript or grade report indicating completion of the class with a grade of 3.0 or better** thirty (30) days after the end of your funded semester in order to receive authorized reimbursement. If a grade of F is received, no assistance will be awarded.

Documentation may include a class schedule indicating the class is provided in an instructional facility or a notice requiring attendance on the university campus which you are enrolled.

Reimbursement of travel expenses is only allowable for physical participation in classes.

Verification of falsified responses will result in revocation of any grant(s) awarded.

If you have questions, please contact Courtnie Owens in the Office of the Quality Enhancement Plan (QEP) at (318) 274-2185 or owensc@gram.edu.