



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

August 25, 2008

PLEASE RESPOND BY September 25, 2008

MEMORANDUM

TO: Presidents
Chief Academic Officers
Chief Business Officers

FROM: Delores A. Parker
Senior Vice President
Chief Academic Officer

SUBJECT: 2008-2009 BACCALAUREATE EDUCATION PROGRAM

We are pleased to continue funding of the *Baccalaureate Education Program* and provide assistance to full-time faculty in obtaining a Baccalaureate degree at an accredited school/university. We will offer a scholarship award up to \$3,000 for approved applications. Selected full-time faculty who receive credit for courses *completed* between **July 1, 2008 and May 31, 2009** can be reimbursed for tuition, books, labs, and mandatory fees from accredited institutions.

Each applicant must send a *letter of intent* along with information on the attached form by **September 25, 2008**, indicating: 1) an itemized budget of the requested amount for each course, 2) their commitment to complete the degree, and 3) supervisory endorsements. The attached form must be returned in order for your application to be considered.

Recipient selection will be based upon the number of applications received and relevance of courses taken. All requests must have complete information to be considered, including all signatures. Recipients and presidents will be notified of funding by November 30, 2008. Program funds will be set aside and allocated to the college after State Board approval.

The signed letter of intent and completed form must be sent by mail or fax to Pauline Kury, Office of the Associate Vice President, Academic and Student Services, North Carolina Community College System, 5016 Mail Service Center, Raleigh, NC 27699-5016, fax 919-807-7164.

CC08-192
E-mail

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Due to fiscal year-end reconciliation and because these funds are processed as a reimbursement grant award to the college, final reimbursement requests must be submitted to the System Office **on or before June 12, 2009**. Upon receipt of appropriate documentation (receipts, grades, etc.) from the faculty member, the college will request approved funds from the System Office, Division of Business and Finance.

Should you have additional questions, please contact Van Wilson, Associate Vice President, Associate Vice President, Academic and Student Services at 919-807-7098 or wilsonv@ncccommunitycolleges.edu

Attachments

cc: Ms. Brandy Andrews, NCCCS
Mr. Van Wilson, NCCCS
Dr. Judith Mann, NCCCS
Mr. Wesley Beddard, NCACCIA

CC08-192
E-mail

BACCALAUREATE DEGREE PROGRAM
2008-2009 REQUEST FOR FINANCIAL SUPPORT
(Please print clearly)

1. Faculty Member (Student): _____ Supervisor: _____
2. Community College: _____ Title: _____
3. Email Address: _____ Phone Number: _____
3. Degree Sought: _____
4. College/University: _____
5. Number of Hours Already Earned: _____ Expected Graduation Date _____

*Letter of Intent Must Be
Returned with This Form*

COURSES FOR 2008-2009 FISCAL YEAR

Course Title	Number of Credits	Begin Date	End Date	Student Tuition	Fees	Labs	Books	Amount Requested (not to exceed \$3,000)
TOTALS								

Signatures:

Faculty Member (Student): _____

Date

Supervisor: _____

Date

Chief Academic Officer: _____

Date

Mail or fax this form **by September 25, 2008**
to: Pauline Kury
Office of the Associate Vice President
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Fax 919-807-7164

North Carolina Community Colleges

BACCALAUREATE EDUCATION PROGRAM

General Guidelines

I. Important Dates

- A. Application due date - September 25, 2008
- B. Notification of funding – by November 30, 2008
- C. Reimbursement requests returned to System Office by college – June 12, 2009
- D. Eligible course dates for funding – Funding, up to \$3,000, will be considered only for courses completed between **July 1, 2008 and May 31, 2009***.

II. Eligibility

- A. Full-time faculty (student) entering or entered into a curriculum program of study leading to a Baccalaureate degree at an accredited institution.
- B. Eligible courses must be completed between **July 1, 2008 and May 31, 2009**.
- C. Funds may be used for tuition, student fees, labs, textbooks, and course required computer software. **NOTE:** *Computer software must be justified by syllabus or class instructor.*
- D. Funds may not be used for travel, meals, computers and/or peripheral equipment.

III. Reimbursement Procedures:

- A. No scholarship will exceed \$3,000. Amounts awarded will be based on the number of applications received and relevance of courses taken.
- B. **Faculty (student)** must submit appropriate documentation (receipts, grades, etc.) to their college business office.
 1. Use attached worksheet (NCCCS 232/33-BED)
 2. Original documentation required.
 3. Official grades must be included with course name and begin and end date to receive reimbursement.
- C. **College business office** will request funds from the NCCC System Business Office for reimbursement.
 1. Submit request on form *NCCCS 2-32 and NCCCS 2-33, Reimbursement Request*.
 2. Submit an original and two copies with all required signatures directly to the NCCC System Business Office.
 3. Include original documentation as required by the NCCC System Business Office. Please include completed worksheet (NCCCS 232/33-BED)
 4. Official grades must be included with course name and begin and end date to receive reimbursement.

**Due to fiscal year-end reconciliation, funding is unavailable for courses completed between June 1, 2009 and June 30, 2009. Please plan your classes accordingly.*

**2008-2009 BACCALAUREATE DEGREE PROGRAM
REQUEST FOR REIMBURSEMENT**

DOCUMENTATION WORKSHEET
(Please print clearly)

To be completed by
faculty member (student).
Submit to College
Business Office with
Documentation.

1. Faculty Member (Student): _____
2. Community College: _____
3. Email Address: _____ Phone Number: _____

Note: Completed Course Grades must be included for reimbursement.

Course Title	Begin Date mm/day/yr	End Date mm/day/yr	Student Tuition \$	Fees \$	Labs \$	Books \$	Grade on Completion <i>Attach Documentation</i>
TOTALS							

Please attach all receipts, official grade sheet(s), and any other documentation necessary for faster processing.