Orange County Community College
Faculty/Staff Development Committee
115 South Street
Middletown, New York 10940

FSDC
Application For
Coursework

The Faculty/Staff Development Committee
Professional Development General Guidlines

1. If you are a full-time permanent, non-grant-funded, faculty, professional staff, or Civil Service employee of Orange County Community College who works at one of our campuses, you may apply to the FSDC for funding that supports and encourages your professional development in the areas described in the Guidelines. The Committee reviews each application; however, funding is not guaranteed.

    When you apply, please:

2. **Type/word process all applications**

    Use the application forms available from the FSDC committee or the CTL web site.

3. Ask your department /area supervisor to complete/sign the department-approval and funding-committee information (as required).

4. Send one (1) original copy of your application with supporting documents and nine (9) collated and stapled copies of the application form, for a total of 10 copies, to the Chair of the FSDC. The Committee will not consider an application unless ten (10) collated and stapled copies are submitted. Do this as far in advance as possible--and before the event. Applications should be sent to the FSDC Chair who will distribute them to the committee members for consideration at the next meeting.

5. Within thirty (30) days of successful completion, you are asked to send to the Chair of the FSDC two copies of each of the following: 1) the Professional Development Report that was sent to you at funding approval, 2) a completed expense report, 3) a photocopy of the receipts on 8.5" X 11" papers, and 4) evidence of successful completion of a course or Harriman purchase.

6. One cannot apply retroactively for reimbursement in the next academic year.

7. Current FSDC Chair: Dr. Stephen Meagher
                           English Department

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FSDC Guidelines for Coursework Proposal

Reimbursement: 100% up to $1,000

Coursework expenses do not include transportation, room and board, books or course materials. Funding is for tuition and fees only.

The proposal consists of two forms that include:

1. A specific explanation of how the coursework will benefit the college and the applicant.
2. The total amount requested, along with documentation of the tuition, the course, and the fees.

Funding parameters:

1. The applicant must be a full-time, permanent, non-grant funded faculty or professional staff employee on active payroll, who works at one of our campuses. Full-time Civil Service employees should contact the Office of Human Resources for coursework reimbursement.

2. Any funding requests for coursework (taken at any institution including SUNY, non-SUNY, IBIG) are to be submitted directly to the FSDC.

3. For credit courses, the FSDC may fund the total cost of tuition and fees (not to exceed $1,000 per person per academic year). If monies exist at the end of the academic year, additional monies may be granted.

Withdrawal procedure: If you decide not to take a course for which you have been funded, kindly notify the Committee Chair immediately so the funds can be reallocated.

Use this sequence for reimbursement: Within 1 month of the conclusion of the course you will be required to complete the FSDC Professional Development Report and submit it to the FSDC chair with appropriate documents.

FSDC Coursework Proposal

Please Type/Word Process

Reimbursement: 100% up to $1,000   Application Date: _____

Applicant's name: _____ Ext. # _____

Dept/Area. _____

Are you Faculty, Staff, Civil Service, or grant funded? _____ Yes/No

 Are you full time?   Part time

If grant funded, expiration date of grant: _____

Course (Title & Number, if any): _____

Is this a graduate course? _____ Yes/No

Institution/organization:

_____

Address:

_____

Date(s) of coursework: _____

Description of coursework:

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How will this course benefit the college and you professionally?

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Send to the FSDC Committee Chair:

1. One (1) copy of printed coursework information, including fees.
2. Ten (10) copies of this proposal (page 3).
3. Ten (10) copies of the Expense Report (page 4) itemized and totaled.

Applicant's signature: _____ (print and sign)

FSDC Coursework Financial Report

Applicant Name: _____ Ext. _____ Date of Application: _____

Dept / Area: _____ Date of coursework: _____ *

Estimated expenses are to be submitted with the application to the committee. Actual documentation of expenses are to be submitted after the course in order to receive final payment.

Event	Comments	Proposed or Estimated Expenses	Final or Actual Expenses
I. Coursework			
A. Tuition			
B. Fees			
II. Other			
Total expenses			

Subtract amount paid by other sources; specify Dept., Area, Grant, Etc.		
Total amount requested		

 *Please use separate application and expense report for each course.