



# VCU

## Human Resources

### Educational Opportunities Guidelines

This sheet is intended to provide guidelines; it is not a complete interpretation of VCU Human Resources' policy on Educational and Training Opportunities.

For questions or clarification, contact HR's Office of Learning, Development, and Organizational Culture (LD&OC) at 828-0179 or [traindev@vcu.edu](mailto:traindev@vcu.edu).

#### University Learning and Development

VCU Human Resources offers a variety of educational opportunities for full-time and part-time faculty and staff.

- A continuous calendar of courses is available online at [hr.vcu.edu](http://hr.vcu.edu), which includes university procedures and seminars as well as personal and professional development seminars.
- Employees may register online.
- A fee will be charged to the department if cancellation is not received within five work days of the start date of the course.
- Customized departmental training is available to individual departments. Call L&D at 828-0179 to make arrangements.
- Any costs associated with L&D programs are charged to the department's budget.
- Employees receive their regular pay when they attend a seminar during work hours.

#### Tuition

Full-time employees are eligible to take undergraduate, graduate or first professional degree courses during regular work hours for academic credit at VCU and have the tuition waived. Read the full policy at [VCU Integrity and Compliance](#).

#### VCU Courses: General Information

- The following are eligible for tuition benefit:
  - Employees who are full-time, 100% FTE classified, and full-time faculty.
- The following are not eligible for tuition benefit:
  - Hourly, part-time and temporary employees.
  - Post-doctoral fellows.
- Decisions and funding related to adjunct faculty are administered through the Adjunct Waiver Program within each school.
- The tuition benefit is not a guaranteed right of employment. An employee must submit an application for tuition benefit to his or her **department head who has complete approval or denial of the request.**
- Courses are not required to be job related.
- Tuition benefit covers employees only, not family members.
- Tuition benefit hours cannot be accumulated or carried over.
- Tuition benefit is not available retroactively.
- Employees on leave without pay or with half pay are not eligible for tuition benefit.
- Employees may take six credit hours per semester and a maximum of six credit hours during summer sessions.
- Classes may be taken during working hours with manager approval. The employee will not be required to use leave to account for a 40-hour work week.



- The employee must forward a copy of the approved form to HR Learning and Development **no later than** two weeks prior to course registration.
- The employee pays for the course.
- After successfully completing the course with a grade of “C” or better, the employee gives the approved Tuition Reimbursement/Certification Form, receipt for tuition expenses and grade report to the department head. The department forwards a purchase requisition to VCU Procurement Services to reimburse the employee.
- Reimbursement comes from department non-grant funds.
- **If the request is denied:** the employee must immediately send the original form to HR’s Office of Learning and Development.

## Outside Seminars and Continuing Education

In some cases where seminars are job related and not available at VCU, eligible employees may take courses at the Virginia Department of Human Resource Management (DHRM) or other continuing education resources without having to pay the tuition.

### Virginia Department of Human Resources Management (DHRM)

Full-time employees may take seminars through DHRM or other continuing education resources, provided similar training opportunities are not available through university training resources. Information about outside seminars is available through HR’s Office of Learning and Development at [hr.vcu.edu](http://hr.vcu.edu).

- The employee must request prior approval from the department head to register for an outside seminar/course by completing the Tuition Reimbursement/Certification Form at [hr.vcu.edu](http://hr.vcu.edu).
  - The department head must sign the form **before** the employee registers for the class.
  - The employee must send the original form to HR’s Office of Learning and Development immediately after completion of the course, if the request is approved, or if the request is denied.
  - The employee/department handles the registration.
- Tuition, except books and supplies, may be covered by departmental non-grant funds.
- Employees receive their regular pay when they attend a seminar during work hours.

### J. Sergeant Reynolds Courses

- Only “Center for Corporate and Professional Development” courses are eligible.
- Courses must be job related and not available at VCU online or in the classroom.
- The employee must request prior approval from the department head to register for an outside seminar/course by completing the Tuition Reimbursement/Certification Form at [hr.vcu.edu](http://hr.vcu.edu).
  - The department head must sign the form **before** the employee registers for the class.
  - The employee must send the original form to HR’s Office of Learning and Development immediately after completion of the course, if the request is approved, or if the request is denied.
  - The employee/department handles the registration.
- The department must provide the employee with a memo on VCU letterhead indicating the budget code (non-grant) that course costs should be charged to; department head and fiscal administrator approval must also be included on the memo. The memo, accompanied by a registration form, may be faxed, mailed or hand-carried to the class.

### Still have questions?

For **general information**, call HR’s Office of Learning and Development at **828-0179** or email [traindev@vcu.edu](mailto:traindev@vcu.edu).

For **billing or refund appeal information**, call VCU Student Accounting at **828-2228**.

For **tax information**, call VCU Payroll Services at **828-0740**.

For **residency information**, call VCU’s Residency Office at **828-1366**.