



Grambling State University

Title III Request for Academic Support



Date:

Semester: ____

Name:	G-Number:
Work Phone:	Other Contact:
Department:	Department Head:
Present Rank:	Number of Years in Rank:
Highest Degree Held:	When Received:

Degree you are seeking: Expected Graduation Date:

Total semester hours required: Hours obtained thus far:

University of Attendance: In

Mail Check to:

Explain how completing this degree or professional training will enhance your job, your department, and Grambling State University (use additional sheet if necessary):

Amount Request this semester:

Tuition:	Books:	Other (please specify):
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*NOTE: Please submit a copy of your fee sheet or invoice showing total cost of tuition, etc.

How much of the cost will you provide?

How much support are you receiving from other sources (financial aid, department, scholarship, etc.?)

How much have you received in previous support from this program?

Obligation Agreement

This application should be submitted for approval at least two (2) weeks prior to start of the program.



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_____ I affirm that I am seeking a first-time doctorate, and I have academic rank.

_____ *I affirm that I am an: _____ Instructor _____ Associate Professor _____ Assistant Professor

_____ I affirm that I am aware that only one doctoral degree may be obtained via Title III Faculty Professional Development Funding and that the degree must be in my discipline.

_____ I affirm that I am aware that only four (4) years will be granted to obtain the doctorate.

_____ I affirm that if the degree is not completed because I dropped out of the program, all funds received from this funding source are required to be repaid; and I will continue to teach at Grambling State University for all of the required number of semesters needed/required to repay funds received.

_____ I affirm that upon completion of the doctorate degree, I agree to teach at Grambling State University one semester for each semester/quarter that funding was provided. (Please note: Employment is not a guaranteed factor due to agreement of this requirement — if terminated, funds are still required to be repaid for each semester/quarter funds were received.)

_____ I affirm that if I decide to voluntarily depart from the University, I will still be held accountable to repay the University the funds I used per semester/quarter.

_____ I affirm that this application information provided is accurate. I understand that false or misleading information on the application will result in termination of funds from the program, including full repayment of funds.

_____ I affirm that I will submit a copy of earned grades at the end of each term of enrollment.



Grambling State University

Title III Request for Academic Support



I, if awarded University support in any form, understand that I must continue service at the University for a minimum of six (6) consecutive semesters upon the completion of the educational program or two (2) consecutive semesters for each year of support, at such time that I am no longer pursuing the specified credential. Further, I understand that should I choose NOT to return to service at the University for at least the time I received University support, I WILL be required to repay all funds expended on my behalf for upgrading my credentials.

Applicant's Signature:

Date:

As the above named employee's immediate supervisor, I support his/her endeavors to advance their education. The employee and I have discussed how adjustments can be made to accommodate both work and class responsibilities.

Immediate Supervisor's Signature:

Date:

Approvals

Dean

FPD Staff

Provost

Title III Executive

PURPOSE

Tuition assistance is to increase the number of full-time faculty members with terminal degrees at the University. In addition, tuition assistance is provided to full-time academic faculty members to pursue terminal degrees in an area that has a defined need, and in an area that is related to the University's Strategic Plan.

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.

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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 the Quality Enhancement Plan 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 Faculty Development Office (for faculty) requesting **Title III Tuition Support funds**.

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

This application should be submitted for approval at least two (2) weeks prior to start of the program.



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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

Return all completed forms to the Office of Quality Enhancement Plan.

This application should be submitted for approval at least two (2) weeks prior to start of the program.