

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 5021

**TITLE:** EMPLOYEE ENROLLMENT IN COURSES AT SOUTH FLORIDA STATE COLLEGE

**BASED ON POLICY:** 5.02 EMPLOYEE BENEFITS

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/HUMAN RESOURCES

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I. Purpose:

To describe the conditions under which an eligible employee may take coursework from this institution while in its employ

II. Procedure:

An employee who wishes to enroll in coursework must comply with the following guidelines:

- A. Make every effort to enroll in and complete all courses and coursework during non-working hours.
- B. If courses are only available during work hours or if other extenuating circumstances prevent the employee from enrolling during non-working hours, the employee must:
  - 1. Request approval in advance by the immediate supervisor for a work schedule change which would provide for the continued efficient operation of the College and meet work week requirements
  - 2. Request the use of personal or annual leave for the anticipated absences while pursuing coursework. Leave must be authorized in advance by the employee's supervisor.
  - 3. Receive approval from the appropriate vice president and/or president to enroll in more than six credits each fall, spring, and summer or more than 10 contact hours per week.
- C. Employees may not enroll in a program that leads to a certificate or license if the primary coursework is taught or supervised by a subordinate.

**HISTORY: Last Revised: 10/6/20**

**Adopted:** 5/17/85

**Reviewed:** -

**Revised:** 12/4/01, 6/1/05, 7/13/10, 10/6/20