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## Advanced Study

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**Policy Number: HR 100**

**Responsibility:**

Kettering College (KC) actively supports further professional study for its faculty and staff, both toward advanced degrees and for specific post-degree goals. This support may be offered as either released time or financial support or both.

**Financial Support:**

The Kettering Health Network (KHN) offers all of its employee's financial support for advanced study, and KC is actively involved in the KHN program. The network offers financial assistance for individual classes as well as for degree programs. All KHN financial support for advanced study starts with the faculty or staff member applying to KHN for support through their established application process. Please contact the HR office for the latest policy details and for application forms.

On occasion, the support offered through normal KHN channels may not be sufficient for an individual's advanced study needs. Should the study program offer the College strategic value, the faculty or staff member may apply to his/her dean for additional support. The College may then grant further financial support to that individual, usually not to exceed the amount supplied by KHN. Neither the College nor the Network assumes complete responsibility for the cost of a degree program unless unusual and specific arrangements to the contrary are made.

When KHN supplies a faculty or staff member with additional support, those funds must be repaid on a schedule determined at the time of the assistance. Under normal circumstances, the indebtedness will be amortized rather than repaid in cash. Indebtedness incurred pursuing advanced study may be amortized at the rate of 10% of the indebtedness a year until the degree or program is completed, and 20% a year after the completion of the degree. Amortization begins immediately upon the College being given evidence of the successful completion of the course, semester, or degree program being amortized. Faculty or staff who leave the institution must arrange to repay all remaining indebtedness at the time of leaving.

**Release Time:**

Faculty may occasionally be given some degree of release time in order to pursue a degree useful to the College. On those occasions, graduate study will be included as part of workload calculations. It is more difficult to give release time to College staff, but this may also be done on rare occasions. Staff should negotiate this with both their immediate supervisor and their dean.

**DATE OF ORIGIN: Faculty Handbook 2014-15**

**LAST REVIEWED: December 23, 2016**

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**REPLACES:**

**APPROVED BY:**

**EFFECTIVE DATE: December 23, 2016**