SPONSORED TUITION FOR UC BERKELEY EXTENSION
UNIVERSITY EXTENSION COURSES FOR ELIGIBLE UC BERKELEY STAFF EMPLOYEES

Through the Sponsored Tuition Program, UC Berkeley People & Organization Development and UC Berkeley Extension provide tuition for eligible employees to take UC Berkeley Extension courses to enhance their professional development.

Sponsored Tuition Program Description:
At UC Berkeley, workforce learning and development is a joint, on-going effort on the part of employees, supervisors, and the campus. Employees should discuss available UC Berkeley Extension courses with their supervisors to determine which courses can develop skills for current or future job duties and are a good fit with development plans and career goals. Employees must plan and receive supervisor approval for leave arrangements if they want to attend a course during working hours.

Note: Ongoing, self-paced online courses are not eligible for prepayment of tuition.

Prior to enrollment, the employee must:
- Satisfy eligibility requirements (listed below)
- Obtain the support and signature of his/her supervisor to attend the course
- Sign a waiver allowing information to be given to UC Berkeley about enrollment and course completion

The People & Organization Development team will pay the tuition for staff taking UC Berkeley Extension courses. Employees are responsible for incidental expenses such as books and lab fees.

Failure to complete a course will cause you to become ineligible to take future courses offered through this Sponsored Tuition program.

Eligibility Requirements:
UC Berkeley staff employees must be in an eligible personnel program or participating bargaining unit. Beginning in FY 2016, sponsored tuition is aligned with STAR eligibility criteria. Employees who are eligible for the Staff Appreciation and Recognition (STAR) program are eligible for the sponsored tuition program, if they meet all of the following criteria:

1. Those eligible are a:
   - PPSM (PSS or MSP) employee, or
   - Teamsters (CX) employee

2. Have successfully completed their probationary period, if applicable

3. Career staff employee (appointments 2 and 7) or Contract staff employee (appointment 1)

4. Employee must be on pay status at the time of enrollment
To Enroll in Eligible Classroom Based and Online Fixed-Date Courses:

1. Visit extension.berkeley.edu to create your student account.
   a. Please include your campus email address as your preferred email address.
   b. You will need your Extension student id number (starts with an “X”) to enroll.
2. Meet with your supervisor to discuss professional development and have your supervisor approve your course selection.
3. Complete and submit the online application form.

Responsibilities

Staff employees receiving sponsored tuition are responsible for:

- Abiding by all UC Berkeley Extension policies.
- Satisfying eligibility requirements and completing the enrollment process.
- Discussing courses with their supervisors to determine how the course:
  - supports the employee’s professional development, and
  - relates to current or future job responsibilities.
- Getting approval from supervisors for course enrollment and the resolution of any work schedule conflicts.
- Obtaining the support and signature of their supervisors to attend the course.
- Sponsored enrollments will be subject to the same enrollment deadlines as all other students.
  - Withdrawal after the drop deadline will jeopardize future participation in the program.
  - To drop or withdraw, please contact UC Berkeley Extension at extension@berkeley.edu.
- Successfully passing Sponsored Tuition courses with a credit letter grade of “C-“ or better, a grade of pass “P” or continuing education units “CEU”.
  - All "I" grades (incompletes) must be completed within the timelines as agreed upon with the instructor before an employee can request to enroll into another Sponsored Tuition course.
  - Employees will become ineligible to take future courses sponsored through the Sponsored Tuition program for any of the following circumstances:
    - Completing a course with a grade of “D”, “F”, “NP” or “W”.
    - Requesting a not for credit “NC” grading option.
    - Failure to complete the coursework within the timelines as agreed upon with the instructor in order to resolve an “I” grade (incomplete).

UC Berkeley People & Organization Development will:

- Pay tuition fees at time of enrollment.

For more information, visit our website at https://hr.berkeley.edu/sponsored-tuition. For information and questions, contact UC Berkeley People & Organization Development at GROW@berkeley.edu or UC Berkeley Extension at extension@berkeley.edu.