

724 – EDUCATIONAL BENEFITS FOR DOCTORAL PROGRAM – DOL

724.1 Statement:

Eligible employees of Hood College may receive educational benefits for the Doctorate in Organizational Leadership (DOL) in accordance with this policy.

724.2 Philosophy:

The College awards one (1) eligible employee educational benefits to a doctoral program in recognition of their performance and contributions to the College. This program serves as a professional development opportunity for employees and builds a workforce of highly skilled professionals.

724.3 Procedures:

Eligibility:

Educational benefits for a doctoral program are available to full-time employees with at least three years of employment at the College. The employee's most recent annual review must have an overall rating of Exceeds Requirements or Outstanding.

Per admission requirements, employees must show eight years of progressive leadership experience, some of which may have been gained with previous employers. Review [Graduate School requirements](#) for additional details.

Guidelines:

This program only covers **tuition for the doctoral program**. It does not apply to supplemental costs, fees, books or other incidental expenses incurred by the employee.

The doctoral program is offered in a cohort-based format with hybrid scheduling that provides flexibility for busy professionals. Classes are offered most Saturdays January-December (including summer) with roughly half of the meetings held live via Zoom and half held on-campus in our Learning Commons. Coursework for this multidisciplinary program is usually completed in 3-4 years, which includes summers. Employees selected into a cohort are expected to make steady progress throughout the program and must complete it in four years. If the employee is unable to complete the degree in four years, any additional credits required will be the personal responsibility and at the expense of the employee.

Application process steps:

- March 1 or earlier: The manager of an interested, eligible employee submits a [Employee Nomination for Doctoral Program Form](#). Simultaneously, the employee begins the following initial application steps:
 - Submits an updated resume to gofurther@hood.edu to demonstrate interest in the program. The Doctoral Program Director will offer a preliminary meeting to discuss eligibility.
 - Completes the online [DOL Application](#) **minus** the two letters of recommendation.
 - Provides one of the following admission elements;
 - Standardized test scores (SLLA, GRE, GMAT, or MAT) **OR**
 - Evidence of master's level culminating research experience (capstone project, thesis, field work or action research project) or recent work writing sample.

- March 2 – 15: Graduate School and Human Resources vet nominees for eligibility (see above)
- March 16 – May 1: Senior Team reviews and selects two (2) applicants.
- May 2 – 31: Selected applicants are notified to complete the remainder of their DOL applications.
- June 1 – 15: Graduate School reviews employee applications and finalizes/determines top employee applicant.
- June 16: Announcement to top employee applicant confirming acceptance into the Fall cohort.

Employees not accepted in a given year are required to re-apply in future years.

Availability of Space:

Educational benefits are subject to availability of space within the cohort. In no case will a cohort be closed to a regular student so that an employee can be enrolled in the cohort.

Period of Service after Receiving Tuition Remission Benefits:

The College requires an employee who receives a doctoral degree through this program to continue employment at least four years after completing their program. This allows the College to benefit from the additional knowledge and experience the employee gained from their program.

Educational Benefits status when an employee separates:

If an employee terminates employment or is terminated by the College, all educational benefits are forfeited. An employee is expected to pay a pro-rata share of tuition for credits earned and/or in progress under the following circumstances:

- Employee terminates employment or is terminated by the College before period of service after receiving a doctoral degree;
- Employee voluntarily resigns after joining a cohort or is involuntarily terminated due to performance or gross misconduct.

An employee who is involuntarily terminated due to death or organization changes/lay-offs is not responsible for paying the College a share of tuition for credits earned and/or in progress.

Taxes:

This benefit is subject to Federal and state taxes for the value exceeding \$5,250 in a calendar year. State taxability is determined by your state of residence.

This policy does not alter the At-Will Employment agreement between the employee and Hood College as referenced in [Section 101.1](#) of this manual.

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| Date Approved by Senior Team | 05/10/2023 | Policy Effective Date | 05/10/2023 |
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