

Guideline/Policy Name: **Regents' Scholarship Guidelines**

Revision Date: 4/1/10

University Services is committed to the University's mission of research, service, and outreach. Acknowledging that our first priority is to provide excellent service to the University Community, we also value the importance of life-long learning and the development of skills and knowledge within our work force.

The following are a set of guidelines for assisting managers and supervisors in the approval and administration of continuous education and academic pursuits by means of the Regents' Scholarship Program:

1. Supervisors should encourage their employees to take classes, pursue degrees, certifications, and advanced degrees of any interest, through the Regents' Scholarship Program.
2. Classes should be taken outside of work hours whenever possible.
3. Classes may be taken during work hours, at the supervisor's discretion if the following criteria are met:
 - The class is not offered at any other time, the employee is enrolled in a degree or certificate program and the class will, in some way, enhance the employee's ability to do their job.
 - Taking a class during work hours does not adversely impact the business unit's service levels as determined by the supervisor or manager.
 - The employee agrees to make up the time, use vacation, comp time or time without pay. This is to be agreed upon between the supervisor and the employee.
4. Supervisors should contact their Human Resource Consultant if they have questions regarding these guidelines or would like to discuss a particular situation.

Click here for Regents' Scholarship Policy and Forms:

<http://policy.umn.edu/Policies/hr/Benefits/REGENTSSCHOLARSHIP.html>