

August 17, 1998

M E M O R A N D U M

TO: Presidents

FROM: H. Martin Lancaster

SUBJECT: BACCALAUREATE EDUCATION PROGRAM FUNDING

The 1998 NCCCS Fact Book identifies 731 faculty members having less than a bachelors degree. The System Office will provide special funds to support these individuals in completing a baccalaureate degree. All full-time eligible faculty members who take credit courses in Summer 98, Fall 98, and Spring 99, will be reimbursed for tuition, books, and mandatory fees from accredited institutions if the attached form is submitted and approved.

To determine an appropriate system-wide budget and time table for reimbursement, please return the enclosed form by September 15, 1998. Bob Allen, Director of Professional Development will call and confirm final details with the administrator submitting the form.

Please encourage your eligible faculty to participate and take advantage of this opportunity. If you need additional information or clarification, please call Bob Allen at (919) 733-7051.

HML/BA/jch

CC: 98-244

Enclosure

c: Dr. Elizabeth L. Johns
Mr. Kennon Briggs
Academic Deans
Tier A Coordinators

**1998-99 REQUEST FOR FINANCIAL SUPPORT
BACCALAUREATE DEGREE PROGRAM FUNDING**

1. Instructor: _____
2. Community College: _____
3. Degree Sought: _____
4. College/University: _____
5. Number of Hours Already Earned: _____ Expected Graduation Date _____

COURSES FOR 1998-1999 FISCAL YEAR

Course Title	Number of Credits	Beginning Date	Ending Date	Student Tuition	Fees	Books	Amount Requested
TOTALS							

Student's Signature _____

Supervisor/Administrator's Signature _____

President's Signature _____

Fax or return form **ASAP or by September 15, 1998**, to:
Bob Allen (919-733-0680 Fax)
North Carolina Community College System
200 W. Jones Street
Raleigh, NC 27603

