

September 20, 1999

MEMORANDUM

TO: Presidents
Chief Academic Officers

FROM: H. Martin Lancaster

**SUBJECT: BACCALAUREATE EDUCATION PROGRAM
FUNDING**

This year, in order to maximize the use of the *Baccalaureate Education Program* funds and provide assistance to faculty who are fully committed to obtaining a B.S. degree, we will initiate a scholarship award of up to \$3,000 each for selected participants. Selected full-time faculty members who take credit courses in Summer 1999, Fall 1999, and Spring 2000 will be reimbursed for tuition, books, and mandatory fees from accredited institutions.

In order to have appropriate documentation and demonstrate good use of these program funds, applicants must submit a *letter of intent*, before **November 1, 1999**, indicating: 1) an itemized budget of the requested amount, 2) their educational plan to complete their degree, and 3) how these funds will benefit them. A statewide committee will review all requests and make awards as appropriate. Participant selection will be based upon response and need. Recipients/Presidents will be notified by November 19, 1999, and funds will be set aside and allocated to the college. Upon course completion, each individual will be reimbursed by the college upon receipt of appropriate documentation (receipts, grades, etc.).

The letter of intent should be sent to Bob Allen, Director-Professional Development, 5016 Mail Service Center, Raleigh, NC 27699-5016, with a copy to the college president. Should you have additional questions, please call Bob Allen at (919) 733-7051.

HML/BA/jch

c: Bob Allen, Director
Professional Development

Elizabeth L. Johns, Vice President
Academic and Student Services

Kennon Briggs, Vice President
Business and Finance

Tier A Coordinators

CC99-257

Office of Professional Development ~ 5016 Mail Service Center ~ Raleigh, NC 27699-5016