

4. D. Employees may attend college courses that are of benefit to the employee's present position. All courses for which reimbursement will be requested must be approved by the unit director prior to registration. Courses must be taken from a department approved, credit-granting institution to qualify for reimbursement.

All reimbursement is dependent on the availability of funds. Undergraduate and graduate costs for tuition, lab fees and books are reimbursable up to \$750 per fiscal year. Completion of the course with a final grade of C or higher, or satisfactory if the course is not graded, is necessary for reimbursement.