



CORPORATE AND PROFESSIONAL PROGRAMS COURSE REQUEST FORM

Employee Name

Course Title

Please describe briefly how the requested course relates to your job duties and how it will enhance your job performance:

Approval:

Supervisor Date

Director of Human Resources Date

Director of Corporate and Professional Programs Date

GUIDELINES:

Applies to Corporate and Professional Program’s courses, conferences, and other offerings. Each employee is eligible to take two courses per fiscal year. The course subject matter must relate to the employee’s duties. Registration is accepted on a space available basis and may be contingent upon minimum enrollment. Tuition charges are split between Corporate and Professional Programs and Human Resources

NOTE:

After selecting your course, present this form along with the completed “Graduate and Extended Services Registration Form” to Corporate and Professional Programs. If you terminate employment at Utica College, you may withdraw from enrolled courses and tuition charges will be dropped, or you may continue enrollment by paying pro-rated tuition for balance of semester.