

**ENROLLMENT IN ALLEGANY COLLEGE of Md. COURSES**  
**DURING REGULAR BUSINESS HOURS**

A member of the full-time Allegany College of Md. Support Staff may take Allegany College of Md. credit courses without payment of tuition. The College encourages the continuance of education and will permit the employee to take a credit class during regular working hours if all of the following conditions are met:

1. The course is not offered at another time. The supervisor should check the ACM credit course schedule to verify this is the case. The supervisor's dean/Vice-President will be required to also verify that another section of this course (offered outside regular business hours) is not available to the staff member.
2. The course is job-related, curriculum-related, or career development related.
3. The employee's supervisor approves after having made an assessment that the absence of the employee during this period of time would not cause a loss of necessary services and that adequate coverage is available.
4. The maximum amount of time spent away from the office (during regular business hours) is five (5) contact hours (a total of 300 minutes per week).
5. The time spent in class and in travel to and from the class must be made up the same week. The schedule as to how this will be handled will be agreed upon by the supervisor and the staff member and can include any one or combination of the following:
  - employee arrives earlier than normal starting time
  - employee leaves later than normal quitting time
  - employee uses lunch hour or "eats at desk" continuing to perform work responsibilities.
6. The employee's supervisor, supervisor's dean/Vice-President, and the President must approve the employee's request.
7. Once the President receives the form and takes action, a copy of the form will be sent to the staff member, supervisor, and Personnel Officer.

\*Staff are not allowed to enroll in courses at other institutions during College business hours.