



POLICY AND PROCEDURE

TITLE:	Doctoral Assistance Program
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POLICY STATEMENT:

We highly support our employees seeking to pursue a doctorate in their field of study, related field, or University administration. This tuition assistance applies to doctoral programs at the University of Bridgeport only and covers 60% of tuition costs for all coursework. This benefit applies to full-time employees of the University of Bridgeport and Goodwin University.

To ensure a rich academic experience within each cohort, spaces for full-time employees are limited. If the number of eligible full-time employees exceeds the amount of space available, the University will award spaces based on several factors, including but not limited to the organization's need and length of employment.

The University's contribution will be considered a loan, which will be forgiven by two years of post-doctorate service. Note: Pursuing a doctorate is not a requirement for continuing employment.

PROCEDURE DETAILS:

Eligibility:

Full-time employees with a minimum of two years of service (one of which must be full-time) are eligible for the program. Employees must be in good standing with a satisfactory performance record and have the approval of their Manager/Dean as evidenced by a statement of support from that Manager/Dean. The approval of the Provost or Vice President for the area is also required.

Procedures:

To determine eligibility, employees should check with their Human Resources department before applying to the program.

Up to five (5) scholarships between the two institutions will be awarded each year for doctoral assistance. Full-time faculty or staff interested in applying for doctoral assistance must provide the following to the Office of Human Resources by July 1 of each year to be considered for the scholarship:

1. Completed [Application for Doctoral Assistance](#) signed by their direct supervisor and Dean/Vice President of their department;
2. Letter of acceptance into a doctoral program; and
3. A brief letter highlighting the applicant's accomplishments and contributions throughout their tenure at their respective institution.

The Doctoral Assistance program applications will be reviewed by both the Office of Human Resources and the Office of the Provost. Candidates will be notified of their application status via email from the Human Resources Director.

This is a tuition-only scholarship. Before receiving this scholarship, the recipient must be accepted for admission to the program and complete the application procedure. If the recipient wishes to apply for federal, state, or private financial aid, the amount of the scholarship awarded will be the difference between the financial aid received and the program's tuition and fees. Books and supplies are the responsibility of the student. Professional development money cannot be applied to cover these fees.

Employee Guidelines:

- Cannot schedule classes during normal working hours without prior written approval from the employee's supervisor and department Vice President
- Cannot withdraw from, or drop, more than one course during the academic calendar year (unless prior approval has been received for medical or military leave)
- Must consistently comply with the parameters of the tuition program
- Must be in good standing as an employee and student. Any student placed on academic probation or who has been found responsible for the misconduct or disciplined under any University policies will not be eligible for tuition assistance

Separation from Employment:

If an employee leaves their full-time employment before the end of the two (2) years after the degree is earned, a calculation will be performed to determine the amount of tuition assistance forfeited by the employee. The repayment of any amount due will be deducted from the employee's final paycheck. Any employee seeking tuition assistance for the doctoral program must execute a promissory note detailing the terms of the agreement.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☒ STAFF HANDBOOK

☒ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

Not covered: Student fees, applicable program fees including lab fees, and dissertation tuition. Spouses and dependents of employees are not eligible for this program. Employees and families of Goodwin's magnet schools are not eligible for this program.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Human Resources

HISTORY:

Approved January 2008

Revised June 2013

Revised March 2014

Reviewed January 2015

Reviewed February 2016

Reviewed January 2018

Reviewed and Revised December 2019

Updated with Logo and University January 2020

Reviewed and Revised November 2021

Reviewed and Revised January 2024

Reviewed and Revised September 2025

EFFECTIVE DATE:	January 2024
RESPONSIBLE OFFICE (ONLY ONE):	Human Resources
REVIEW DATE:	Annually