Applying for an Undergraduate Degree Through the Employee Degree Program

This brochure is designed to provide information on how you might complete an undergraduate degree while an employee of Cornell University. Please use this as a guide along with the checklist of suggested steps to follow. Should you decide to apply to an undergraduate program, please complete the attached EDP application once you have been accepted and return it to Benefit Services, East Hill Office Building, 1st floor, 395 Pine Tree Road, Ithaca, New York 14850 along with a copy of your acceptance letter from the college.

Please keep in mind that eligibility for the Employee Degree Program (EDP), is available to full time employees of Cornell University who have reached one year of service on or before the first day of classes during the semester in which they are applying. There are also special circumstances that allow employees to continue to participate or enroll. Please refer to the EDP Web site for more information:
www.hr.cornell.edu/benefits/education/edp.html

The EDP is your funding source to complete your degree. It is part of your benefits package as a benefits-eligible employee of the university. But in order to use this benefit, you must first apply to an undergraduate program on campus and receive an acceptance. Prior to going through this process, it is strongly suggested that you speak with your supervisor as you will need your supervisor’s approval to enter the EDP. You will also need to discuss your course work plans with your supervisor prior to enrolling each semester. As there is an open graduation date for EDP participants, you may find that there will be semesters that work/personal responsibilities will preclude enrolling for classes.

I am sure you realize that furthering your education is an important decision. If, during the process, you or your supervisor have any questions regarding this educational benefit, please contact me as noted above.

Cornell University is an equal opportunity affirmative action educator and employer.
Applicants for an Undergraduate Degree

The following is for use as a general guide; your chosen field of study may warrant other steps of action.

Have you:

☐ Reviewed the Employee Degree Program information online at: www.hr.cornell.edu/benefits/education/edp.html?
☐ Discussed with your supervisor your intention to pursue a degree through the Employee Degree Program?
☐ Reviewed online information for general admissions requirements http://admissions.cornell.edu? Specific degree requirement information can be obtained from the college to which you are applying.
☐ Spoken with admissions personnel in the school/college to which you are applying to address specific questions you may have?
☐ Noted application deadlines?
☐ Submitted the common application, Cornell Transfer Supplement, and the application fee (available at www.commonapp.org)?
☐ Requested an individual interview through the appropriate school/college (Hotel, ILR, architecture, and fine arts only)?
☐ Submitted all necessary transcripts, recommendations, and exam scores (transfer applicants are exempt from SAT and ACT requirements)?
☐ Discussed your plan of study with your supervisor, including any semesters in which you will need to reduce working hours in order to study full time (9 credits or more)?
☐ Received a letter of acceptance from the Admissions Office?
☐ Returned the acceptance coupons to Admissions? (You do not need to send the acceptance deposit.)
☐ Obtained an Employee Degree Program application from the Division of Human Resources, Benefit Services, East Hill Office Building, 1st floor, 395 Pine Tree Road, Ithaca, New York, 14850, 255-3936, www.hr.cornell.edu/benefits/education/edp.html?
☐ Secured the endorsement of your supervisor, department head, and dean or executive office on the Employee Degree Application?
☐ Submitted a completed Employee Degree Application and a copy of the college acceptance letter to Benefit Services, East Hill Office Building, 1st floor, 395 Pine Tree Road, Ithaca, New York, 14850?
☐ Received confirmation from Benefit Services of acceptance in the Employee Degree Program?

Once you have been admitted into the school/college and the Employee Degree Program, you will be registering for coursework during regularly scheduled college registration periods at the beginning of each term.
Application for Employee Degree Program

Date of application: __________________________ Date of Hire: __________________________ Employee ID: __________________________

Last Name: __________________________ First Name: __________________________

Job Title: __________________________ E-Mail Address: __________________________

Please check one: □ Contract College Semi-Monthly (exempt) □ Endowed Semi-Monthly (exempt)
□ Contract College Bi-Weekly (nonexempt) □ Endowed Bi-Weekly (nonexempt)

Administrative Unit: __________________________

Department: __________________________

Campus Address: __________________________ Campus Phone: __________________________

Supervisor: __________________________ Supervisor’s Phone: __________________________

Supervisor’s Address: __________________________

School/College Enrolled in: __________________________ Degree Sought: __________________________

Applicant, please complete (or attach a separate sheet):

Please use the space below to describe how you anticipate that this degree program will assist you in either maintaining or improving your current job skills at Cornell or enable you to work toward changing your career path at Cornell.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I attest that I have read the information regarding Section 127 and how this tax legislation may affect my EDP participation (see Tax Information in the EDP document).

Employee Signature: __________________________ Date: __________________________

Immediate supervisor, please complete:

The candidate meets the following eligibility criteria: has been employed for at least one year of regular full-time service at Cornell; is a nonacademic employee or academic staff member who does not hold voting status on any college, university or graduate facility; is ROTC military personnel with a minimum of one year of service at Cornell. These endorsements are contingent upon the employee remaining in good standing both as an employee and as a student and the practicality of the program in relation to the future operational requirements of the department.

I have reviewed this application and my signature below indicates my understanding and endorsement of the applicant’s participation in this academic program.

________________________________________________________________________

Name of Employee’s Immediate Supervisor __________________________ Signature __________________________ Date __________________________

Name of Dean or Executive Officer where the employee works __________________________ Signature __________________________ Date __________________________

For Division of Human Resources use only:

Approved: __________________________

Benefit Services 7/12 7/12 Benefit Services Representative 7/12 Date 7/12