

Further Education

Summary/Purpose: With approval of the department head, qualifying employees may enroll for course work to further their education. The regulations are given as to the number of courses allowed for full-time, part-time and temporary employees for the regular semesters, summer school and intersession. Requirements are also given for registration, how retirees are eligible for course work and what is necessary if a course is not successfully completed.

With the approval of the department head, qualifying employees may enroll for course work on a space available basis. The employee must have been employed prior to the end of the late registration process. Tuition waivers will not be granted for intersession courses. Courses taken for audit credit will be allowed if they are work related; any course may be taken for credit. The employee must be eligible for college entrance to qualify for credit in the course(s). Continuing Education and Independent Study credit courses are included under this policy.

Full-time employees may enroll in any semester for one course that meets during the standard workday; total time away from work may not exceed four clock hours per week. Four hours is defined as one 3-hour course and the requisite 1-hour lab or practical review class for 100 level Modern Language courses and 100 & 200 level science courses. (Employees are not allowed any free clock hours away from work during intersession periods.) Tuition will be waived for two courses not to exceed 8 semester hours for employees who qualify to take courses for credit. Full-time employees may be permitted to take one course during each summer term (Note: an employee may only take a maximum of two (2) classes for all summer terms combined) provided their work schedule can be arranged to make up all hours in excess of four clock hours per week missed during the regular workday. Additional courses may be taken outside the standard workday at the employee's expense if they do not adversely affect the employee's work performance.

Employees will continue to be ineligible for those benefits previously associated with student activity fees.

Part-time employees, employed one-half time or more, may receive a waiver of tuition for one course not to exceed 4 semester hours during each regular semester and each summer term; however, part-time employees may not enroll for courses that meet during their scheduled work time.

Temporary employees qualify for this benefit under the conditions noted above if they are to be employed for the duration of the enrollment period. Temporary staff employees not employed under contract will be required to present verification from their department head that they will be employed for the duration of the enrollment period.

Employees who do not successfully complete a course (dropping a course after the refund date has passed or failing a course are both considered not successfully completing a course) for which a waiver has been issued will not be allowed to take additional courses until they successfully complete a course at their own expense and justify further course work to their supervisor. Eligibility will then be reestablished for waiver of tuition.

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For purposes of this policy, the standard workday is from 8:00-5:00, with a one-hour break for lunch as scheduled by the department head.

Employees taking advantage of this benefit are to register during the regular registration period. The late registration fee will be charged to late registrants.

Retired personnel with a minimum of 10 consecutive years of service at the University immediately prior to retirement and who qualify for retirement under the provisions of the Public Employees' Retirement System and emeritus personnel are eligible for the benefits of this policy on a space-available basis.

Disclaimer

Faculty/Staff Waiver:

Please note that additional fees may be assessed for some classes. These fees generally average \$30.00 but some are significantly lower or higher than this figure and are NOT covered by this policy. Faculty and Staff members wishing to enroll in classes where an additional lab/class fee is charged will be responsible for paying this charge.