

## Tuition Waiver Program

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### I. Purpose

To provide a university-wide policy concerning courses taken during work hours.

### II. Policy

Employees represented by AFSCME, PNA, SPFPA, and SCUPA, as well as management employees, will be limited to taking only one course that meets during their regular work hours provided employees and supervisors mutually agree to any arrangements needed to make up lost work time as a result of attending class. If other courses are taken, they must be taken after work hours. During the summer, all sessions combined will comprise the summer semester. Therefore, the one-course limitation applies for the entire semester regardless of the arrangements approved to make up lost work time.

It is recognized that for employees who work in areas where it is necessary to maintain operations and provide continuous services over a 24-hour period, it may not be possible to permit employees to take classes during work time.

Faculty are eligible to take courses as long as the courses do not interfere with teaching and non-teaching responsibilities. Faculty requests for taking courses will be subject to appropriate approvals.

Non-bargaining unit coaches are eligible to take courses as long as the courses do not interfere with coaching responsibilities. Coaches' requests for taking courses will be subject to appropriate approvals.

For additional information on tuition waivers, employees should review their respective collective bargaining agreements and/or the University Employee Basic Tuition Fee Waiver Program.

Information is also available in the Human Resource Office.