

METROPOLITAN STATE UNIVERSITY REGULATIONS



Unclassified Employee Tuition Waiver

Administrative Affairs Procedure #508

Section 1. Objective

To describe the procedures to be used for waiver of tuition for unclassified, faculty, staff and their dependents.

Section 2. Authority

This procedure is established pursuant to the provisions of the Minnesota State Colleges and Universities Board of Trustees/IFO Agreement, Article 27, Section G., the Minnesota State Colleges and Universities Board of Trustees/MSUAASF Agreement, Section 15, Section E., and the Minnesota State Colleges and Universities Personnel Plan for Administrators.

Section 3. Effective Date

This procedure shall become effective upon the signature of the Vice President of Administration and Finance and the Director of Human Resources, and shall remain in effect until modified or expressly revoked.

Section 4. Responsibility

Responsibility for implementation of this procedure is assigned to the Director of Human Resources.

Section 5. Policy

All excluded administrators, MSUAASF, full-time IFO faculty members, part-time probationary, part-time tenured track, part-time non-tenured track, part-time fixed-term and community faculty members shall be entitled to enrollment, on a space available basis, in courses at any university in the system without payment of tuition or fees, except laboratory and special course fees.

Excluded administrators For administrators employed prior to July 1, 1995, enrollment shall not exceed 24 semester credits per fiscal year. For administrators employed on or after July 1, 1995, enrollment shall not exceed 16 semester credits per fiscal year (fall semester through summer sessions).

IFO Enrollment for full-time, part-time non-tenure track and part-time tenured faculty members shall not exceed 27 semester credits per year (the year begins the first day following the last duty day of spring semester).

Part-time fixed-term and community faculty The number of credits available to part-time

fixed-term faculty and community faculty members for this tuition and fee waiver shall be equal to the number of credit hours taught by the part-time fixed-term or community faculty member within that year as described above. The tuition and fee waiver must be used in the period from the first summer session through the following spring semester in which the faculty member is employed.

MSUAASF Enrollment for MSUAASF members shall not exceed 27 semester credits per fiscal year (fall semester through summer sessions).

In the event the eligible employee does not exercise this right, his/her spouse or dependent children shall be eligible to participate, with waiver of tuition only. Dependents and spouses pay all fees.

Non-credit or Continuing Education Unit (CEU) granting courses and workshops do not qualify for tuition waiver. Unused credits may not be carried over into the next year.

Section 6. Implementation

1. The employee completes and submits tuition waiver form to the Human Resources Office.
2. The Human Resources office verifies eligibility and returns the form to the employee.
3. The employee or dependent submits the waiver form in lieu of tuition payment.
4. The sponsoring university processes the waiver, and sends a copy to the financial aid office and to the employee's Human Resources office.
5. The student registers and submits the completed waiver form with the bill for payment. Persons registering with tuition waiver are subject to the same registration processes and time periods that apply to all students.

Section 7. Review

This procedure shall be reviewed every two years or as needed to conform with bargaining agreements and employee plans.

Section 8. Approval

Issued on this 5th day of February, 2003.

Janice M. Anderson, Director of Human Resources

Cathleen Brannen, Vice President for Administration and Finance