Title: TUITION EXEMPTION for EMPLOYEES

Authority: Board Action  
Original Adoption:  6/13/01  
Effective Date:  6/13/01  
Last Revision:  Initial

A full-time (100%) employee, who has been employed at least one year in a full-time, permanent position and with approval from his or her supervisor and chancellor may register for job-related undergraduate or graduate courses at any LCTCS System campus for up to six (6) hours per semester (or its equivalent under the quarter system) and receive a full tuition exemption.

All fees required for enrollment, except for tuition, shall be paid by the employee.

Enrollment with this exemption may occur only after the selected class has officially made and only if there is an available slot in the class. The employee must meet any prerequisite course requirements. An approved administrator at each institution shall certify space availability and that the class has made after the institution’s deadline for student schedule changes.

Both the employee’s supervisor and chancellor must officially approve release time for the employee and confirm in writing that the courses are job related.

Only three clock hours per week of the approved job-related courses may be taken during work time without charge to annual leave. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee’s supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.

Please note that the provisions of this policy do not apply to self-supported programs.

Part-time employees are not eligible for the above educational benefits.

This policy is effective for the Fall 2001 semester or quarter.

Note: Existing policies related to dependents exemptions within individual institutions, based upon policies in effect July 1, 1999, will remain in place until revised based upon further study by the Board staff.