

UNIVERSITY OF KENTUCKY  <b>ADMINISTRATIVE REGULATIONS</b>	IDENTIFICATION <b>AR II-1.1-5</b>	PAGE <b>1</b>
	DATE EFFECTIVE <b>5/30/00</b>	SUPERSEDES REGULATION DATED <b>10/20/87 4/2/98</b>

## EMPLOYEE EDUCATIONAL PROGRAM POLICIES AND PROCEDURES

### I. Policies

The University encourages self-improvement and career growth of regular, full-time employees through their taking supplemental educational courses and pursuing programs of study.

A. To facilitate career growth and to encourage personal and professional development of employees, the University will waive the tuition for regular, full-time employees in accordance with the policies and procedures stated hereafter.

1. A regular, full-time employee is eligible for tuition waiver for University of Kentucky courses taken at the campus in Lexington, at a community college, or through the statewide Faculty and Staff Tuition Waiver Program (see attached Appendix 1).

2. If an employee is eligible, the maximum number of credit hours for which tuition will be waived shall be no more than six (6) per semester at the campus in Lexington, at a community college, or through the statewide Faculty and Staff Tuition Waiver Program (see attached Appendix 1).

a. Tuition waiver is available for all University of Kentucky courses for which the employee is eligible to register.

b. Tuition waiver is not available for audited or non-credit continuing education, or community education courses.

c. If an employee registers for more hours than the maximum (6 per semester) for which the tuition will be waived, the excess tuition shall be paid by the employee.

3. For the purpose of this policy section, the combination of summer sessions is considered as one semester. Therefore, the total amount of tuition which may be waived shall not exceed the normal tuition for six (6) hours of credit.

4. Fees other than tuition (e.g., breakage fees, books, etc.) shall not be waived by the University.

5. Employees utilizing this policy and who are part-time students shall not be eligible for the Student Health Service or other programs requiring student status but rather shall retain employee status for purposes of all such determinations.

6. In the event an employee terminates employment with the University prior to the first day of classes, any previously approved tuition waiver shall not be honored.

B. A regular full-time employee shall be permitted, with prior administrative approval, to take only one (1) course for credit per semester (or combination of summer sessions) on the campus in Lexington, at a community college, or through the statewide Faculty and Staff Tuition Waiver Program (see attached Appendix 1), during the employee's normal working hours.

1. Scheduling of classes and making up time shall be approved by the employee's department chairperson or immediate supervisor and by the dean or president of the college or the head of an administrative or operating division and shall not compromise the efficiency of any University organizational unit.

2. Provided the department chairperson or immediate supervisor is advised sufficiently prior to the event, an employee shall be given time off to talk with the employee's academic advisor and to attend advance registration, add-drop, etc.

3. All times away from the job as a result of this policy shall be made up within that regular work week, resulting in no net loss of time for which the employee is paid.

## II. Delegation

Final approval for scheduling classes during normal working hours and related compensatory time must be approved by the dean or president of the college or by the head of the administrative or operating division, as appropriate. Procedures for certification of eligibility for tuition waiver shall be the responsibility of Human Resource Services.

## III. Procedures

A. To enroll in a course offered during an employee's working hours, an employee shall seek approval of the department chairperson or immediate supervisor and of the dean or president of the college or the head of the administrative or operating division.

1. A request to enroll in a course during an employee's working hours shall be made with reasonable time for the department chairperson or immediate supervisor to make sound scheduling decisions.

B. An employee who participates in the tuition waiver program shall register for all desired courses in the same manner as that prescribed for other students attending the University. An employee's status as a student shall be governed by the University Senate Rules.

C. To receive tuition waiver, an employee shall complete an Employee Educational Program Form (Form 51.4.1, a copy of which appears at the end of this Administrative Regulation).

1. If an employee wishes to take a course during normal working hours, the employee shall submit the Employee Educational Program Form to the department chairperson/supervisor and the dean/president/division head within a reasonable time (usually no less than thirty days, but may be a longer period in certain departments) before the start of the semester or summer session.

2. After receiving approval of the department chairperson/supervisor and dean/president/division head, the employee shall submit the form to the Human Resources Services Office. The Human Resource Services Office shall verify employment status to determine eligibility for tuition waiver.

3. For courses taken outside an employee's normal working hours, an employee shall submit the Employee Educational Program Form directly to the Human Resource Services Office.

#### IV. Procedures for non-UK Employees to register in the Faculty and Staff Tuition Waiver Program

1. Register for course(s) at the University of Kentucky or Lexington Community College by contacting registrar information at (606) 257-3161 for the University of Kentucky and (606) 257-6103 for Lexington Community College
2. Obtain a Faculty and Staff Tuition Waiver Form (Form 51.4.2, a copy of which appears at the end of this Administrative Regulation) from Human Resource Services at (606) 257-9555 ext. 114 or the Lexington Community College business office at (606) 257-6061.
3. Read the program provisions on the reverse side of the Faculty and Staff Tuition Program Waiver Form.
4. Complete all items in section I, II and III of the Faculty and Staff Tuition Program Waiver Form.
5. Obtain signature in sections IV on the Faculty and Staff Tuition Program Waiver Form from an appropriate Human Resource/Personnel official at your institution verifying regular full time employment status.

6. Forward the original Faculty and Staff Tuition Program Waiver Form to the University of Kentucky, Human Resource Services, 109 Scovell Hall, Lexington, Kentucky 40506-0064. Program forms must be received no later than the last day of drop/add each semester.
7. Direct questions regarding the Statewide Faculty and Staff Tuition Program Waiver Program to (606) 257-9555 ext. 114.

V. Forms

EMPLOYEE EDUCATIONAL PROGRAM FORM (Form 51.4.1)

FACULTY AND STAFF TUITION WAIVER PROGRAM FOR INSTITUTIONS  
OTHER THAN THE UNIVERSITY OF KENTUCKY AND LEXINGTON  
COMMUNITY COLLEGE (FORM 51.4.2)



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### **GENERAL PROVISIONS**

1. This form is to be used by faculty and staff for all institutions other than the University of Kentucky and Lexington Community College.
2. The Faculty and Staff Tuition Waiver Program applies to the waiver of tuition only and does not include mandatory student fees, course and other fees, textbooks or other charges assessed by the course-offering institutions.
3. The Faculty and Staff Tuition Waiver Program applies to all courses offered for college credit, except: courses offered through overseas programs, independent study/correspondence courses, and audited courses. (Noncredit continuing or community education courses are not eligible for this program.)
4. **Participation in the Faculty and Staff Tuition Waiver Program may generate additional taxable income under the provisions of the federal tax code for graduate, professional and doctoral level programs.**
  - a. The course-offering institution will provide a report to the chief personnel officer of each employing institution on all employees participating in the Faculty and Staff Tuition Waiver Program. The report shall designate the course number and whether the course is undergraduate, graduate, doctoral or professional.
  - b. The employing institution is responsible for withholding of the proper taxes and for reporting taxable income for all employees of the institution regardless of the institution where the course is taken.
  - c. **Any tax liability incurred through participation in this program is the responsibility of the employee.**
5. An institution is not required to offer a course during an academic term unless there are a sufficient number of tuition-paying students taking the course. An institution may restrict enrollment in a course if space is not available.

### **ELIGIBILITY CRITERIA**

1. An employee, to be eligible for participation in the Faculty and Staff Tuition Waiver Program, must be classified by the employing institution as a regular full-time employee. Certification of employment must be provided by the employing institution for each academic term in which the employee seeks to participate in the program.
2. If employment is terminated prior to the first day of classes, an approved waiver will be canceled.
3. An employee is not eligible to receive a tuition waiver in this program in excess of six credit hours per academic term from an institution or combination of institutions. (Note: summer term means the period in the academic calendar between the spring and fall semester.)
4. **Employees must meet the course-offering institution's general admissions requirements and any specific program requirements.**

(For courses taken in the University of Kentucky University System)

- a. **ADMISSION:** Refer to the University Bulletin for information concerning undergraduate admission and the Graduate School Bulletin concerning graduate admission. You must meet University admissions deadlines for the semester in which you plan to enroll; you will be assigned an advance registration date or an opening-of-the-term registration date. Students who apply late will be assessed a late registration fee.
- b. **CONTINUING STUDENTS:** All continuing students (including part-time and nondegree students) are required to advance register or they will incur a late registration fee.
- c. **BILLING:** You will receive a billing. You should make a payment only for those fees in excess of the tuition (up to six hours).
- d. **DROP:** If you decide to drop a course or withdraw for a term, you must notify the Registrar's Office. (FAILURE TO OFFICIALLY WITHDRAW WILL RESULT IN YOUR RECEIVING AN E IN THAT COURSE. THE E GRADE CANNOT BE CHANGED.)

5. **FORM DEADLINE:** The form must be received by UK Human Resource Services by no later than the last day of drop/add each semester.
6. No one is permitted to advance register or register with a delinquency on his/her record.

## APPENDIX 1

### 2.51: FACULTY AND STAFF TUITION WAIVER PROGRAM INTERIM POLICY

#### I. Statement of Purpose

The 1997 First Extraordinary Session of the General Assembly resulted in the creation of a faculty and staff tuition waiver program [KRS 164.020(32)] with the express purpose of promoting employee and faculty development. Specific responsibility was granted to the Council on Postsecondary Education to develop and implement this program. Consistent with stated legislative purpose, this policy sets out the parameters of this program, which is intended to enhance the professional development opportunities of the employees and faculty of the public postsecondary institutions and of state or locally operated secondary area technology centers.

#### II. Statutory Authority

KRS 164.020(32) provides that the Council on Postsecondary Education shall:

(32) Develop a statewide policy to promote employee and faculty development in all postsecondary institutions and in state and locally operated secondary area technology centers through the waiver of tuition for college credit coursework in the public postsecondary education system. Any regular full-time employee of a postsecondary public institution or a state or locally operated secondary area technology center may, with prior administrative approval of the course offering institution, take a maximum of six (6) credit hours per term at any public postsecondary institution. The institution shall waive the tuition up to a maximum of six (6) credit hours per term; ...

Additional requirements for employees of the Kentucky Community and Technical System are stated in KRS164.5807:

(6) A regular full-time employee may, with prior administrative approval, take one (1) course per semester or combination of summer sessions on the University of Kentucky's campus or at a community college during the employee's normal working hours. The University of Kentucky shall defray the registration fee up to a maximum of six (6) credit hours per semester or combination of summer sessions.

#### Section A. Definitions

1. "Course-offering institution" means the institution where an employee has enrolled to take a college credit course under the provisions of this policy.
2. "Employing institution" means the institution or a state or locally operated secondary area technology center where an employee seeking a benefit under this policy, works on a full-time basis.
3. "Institution" means a state-supported postsecondary institution as described in KRS 164.001(10).
4. "Regular full-time employee" or "employee" means an employee so classified by an employing institution or area technology center within the human resources system of that institution or area technology center.
5. "Summer term" or "summer session" means the period in the academic calendar between the spring and the fall semester.
6. "Technology Center" means a state operated secondary area technology center as defined in KRS 151B.110 or a locally operated secondary area technology center.

#### Section B: General Requirements

1. The program is to be titled the Faculty and Staff Tuition Waiver Program.
2. The Faculty and Staff Tuition Waiver Program applies to the waiver of tuition and does not include mandatory student fees, course and other fees, textbooks or other charges assessed by a course-offering institution.
3. The Council on Postsecondary Education requires that all tuition waived under this program be:
  - a. recorded consistent with residency requirements; and
  - b. recorded in the financial accounting system of the course-offering institution consistent with financial reporting guidelines of the Council.
4. A. student participating in the Faculty and Staff Tuition Waiver Program shall be separately identified in the course offering institution's student database consistent with Council guidelines.
5. The Faculty and Staff Tuition Waiver Program applies to all courses offered for college credit not specifically excluded by this policy.

6. A course-offering institution may, through a written policy, exclude non-credit continuing or community education courses, courses offered through overseas programs, correspondence courses and audited courses.
7. Participation in the Faculty and Staff Tuition Waiver Program may generate additional taxable income under the provisions of the federal tax code for graduate, professional and doctoral level programs.
  - a. The course-offering institution shall provide a report to the chief personnel officer of each employing institution or technology center on all employees participating in the Faculty and Staff Tuition Waiver Program. The report shall designate the course number and whether the course is undergraduate, graduate, doctoral or professional.
  - b. The employing institution is responsible for withholding of the proper taxes and for reporting taxable income for all employees of the institution regardless of the institution where the course is taken.
  - c. Any tax liability incurred through participation in this program is the responsibility of the participating employee.
8. This policy confers a financial benefit to regular, full-time employees and is not intended to guarantee access or preferential treatment to any academic course or program.
9. An employee eligible to participate in this program may take courses during normal working hours with written permission of the employing institution.
10. An institution is not required to offer a course during an academic term unless there are a sufficient number of tuition-paying students taking the course. An institution may restrict enrollment in a course if space is not available.
11. An institution or technology center may offer additional benefits to its own employees or to employees of other postsecondary institutions that exceed the benefits of this policy.
12. Credit hours earned under the state policy are not assignable; however, an employing institution that wishes to allow its employees to assign credit hours to third parties may do so, either by having the employee sign a waiver of the state policy in favor of the institutional policy or by the institution granting credit hours in excess of those provided by the state.

#### Section C: Eligibility Criteria

1. An employee, to be eligible for participation in the Faculty and Staff Tuition Waiver Program, must be classified by the employing institution or technology center as a regular full-time employee. Certification of employment shall be provided by the employing institution or

technology center for each academic term in which the employee seeks to participate in the program.

2. If employment is terminated prior to the first day of classes, an approved tuition waiver will be canceled.
3. An employee is not eligible to receive a tuition waiver under this program in excess of six credit hours per academic term from an institution or combination of institutions.
4. Employees must meet the course-offering institution's:
  - a. general admission requirements; and
  - b. any specific program requirements.
5. A course-offering institution may require that a student achieve a minimum grade level, not to exceed a 2.0 on a 4.0 grade scale, in order to continue to be eligible to participate in the Faculty and Staff Tuition Waiver Program in subsequent academic terms.

#### Section D: Effective Date of This Policy

Original approval: August 8, 1997.      Amended: November 3, 1997

Amended: 2000 General Assembly in Senate Bill 240. Revision policy adopted by the Council on Postsecondary Education, May 22, 2000, Effective, July 1, 2000.

Certification: Gordon K. Davies, President

### III. FACULTY AND STAFF TUITION WAIVER PROGRAM STATEWIDE (NON-UK EMPLOYEES)