

Shawnee State University

AREA:	FINANCE & ADMINISTRATION	POLICY NO.	4.58REV
		ADMIN. NO.:	3362-4-30
		PAGE NO.	1 OF 3
SUBJECT:	ON-CAMPUS EDUCATION	EFFECTIVE DATE:	3-15-2008
	BENEFITS ADMINISTRATIVE/ATSS	RECOMMENDED BY:	VPFA
		APPROVED BY:	BOT

1.0 POLICY

- 1.1 The University encourages administrative/ATSS employees (“administrative employees”) to further their education and self-development and provides for an educational opportunity for spouses and dependents of full-time employees according to the terms below.

2.0 ELIGIBILITY

- 2.1 The University extends the instructional and general fees waiver to full-time administrative employees and their dependents to those:
- on an authorized leave of absence,
 - in temporary layoff or furlough status through the layoff or furlough periods,
 - on disability retirement and retirement status with ten years of full-time continuous service,
 - dependents of employees with ten years of full-time continuous service who become deceased while actively employed.
- 2.2 Part-time administrative employees are eligible for benefits as described in section 5.1. Dependents of part time administrative employees are not eligible for benefits under this policy.
- 2.3 In an effort to provide stability with the employment of selected contract services, the waiver of some fees may be extended to contracted employees as specifically defined in the agreement between Shawnee State University and the contractor.
- 2.4 Tuition waivers do not cover special fees such as lab fees, late payment fees, or supply fees. The out-of-state surcharge, if applicable, will be waived.

3.0 FULL-TIME ADMINISTRATIVE/ATSS EMPLOYEES

- 3.1 Full-time administrative employees may take a maximum of two courses not to exceed (6) credit hours per semester, on either a credit or noncredit basis. In order to avoid interruptions on the job, administrative employees should whenever possible register for classes which meet outside of their regular work schedules. When this is not feasible, they may, with the approval of their supervisors, enroll for a class during the regular work day. Flexible scheduling may apply. The restriction of six semester credit hours shall not apply to courses taken as part of an authorized leave of absence or a temporary layoff or furlough.

4.0 PART-TIME EMPLOYEES

- 4.1 A part-time administrative employee is eligible for a maximum of one class per term, taken on the employee's own time. No special provisions will be made in employees' work schedules to accommodate taking the class.

5.0 DEPENDENTS

- 5.1 Dependent is defined as the spouse, widow/widower, or children 25 years of age or younger and dependent as defined under IRS rulings. Dependents of full-time administrative employees may enroll in as many hours per term as allowed under the University's academic policies.
- 5.2 The maximum benefit for each dependent of active employees, including those on approved leaves of absences or in lay-off status, under this policy is 160 semester hours.
- 5.3 The maximum benefit for each dependent of retired (disability or service) or deceased employees is 130 semester hours.

6.0 RETIRED FULL-TIME ADMINISTRATIVE EMPLOYEES AND DEPENDENTS

- 6.1 A full-time administrative employee who has formally retired into an Ohio state pension system or approved alternative retirement system (ARP), receiving a pension benefit payment, and served at Shawnee State University for ten (10) continuous years or more in full-time status, is eligible to receive undergraduate fee waiver benefits on a space-available basis not to exceed 130 credit hours (attempted).
- 6.2 A dependent of a retiree (meeting the above criteria) who is actively enrolled in an undergraduate degreed program at the time of the employee's retirement may continue to receive waivers for instructional and general fees in order to complete the current course of study, not to exceed a total of 130 (attempted) semester hours.

7.0 DEPENDENTS OF A FULL-TIME EMPLOYEE DECEASED WHILE IN ACTIVE STATUS

- 7.1 Eligibility: A widow/widower or dependent child of an administrative/ATSS employee who is deceased while actively employed and who served at Shawnee State University for ten (10) continuous years or more in full-time status, is eligible to receive fee waiver benefits as follows:
- Must be enrolled in an undergraduate degreed program within one year of the active employee's death
 - Is eligible to receive fee waiver benefits on a space-available basis
 - Maximum waiver is for instructional and general fees not to exceed 130 credit hours (attempted).

8.0 ON-CAMPUS GRADUATE PROGRAM

- 8.1 Full-time administrative employees with at least 2 years of continuous service with the University may be eligible to receive a waiver of the instructional and general fees for on-campus graduate programs, as follows:
- Prior approval of the degreed program is required from the employee's supervisor through the Vice President
 - The employee must apply following the same application and selection criteria as all students
 - Class space must be available, preference will not be given to SSU employees
 - The waiver shall not exceed 50% of the instructional and general fees on a maximum of eight credit hours per semester
 - Administrative employees may complete one graduate degree program under this policy.
 - Prior approval to flex work or modify work schedules (including using earned vacation or comp time) is required in order to maintain a full-time workload.

9.0 NON-CREDIT/UNIVERSITY OUTREACH SERVICES COURSES

- 9.1 Administrative employees, spouses, and dependents listed above are entitled to a 20% discount on registration for non-credit courses and conferences offered through University Outreach Services, as space allows.
- 9.2 Non-credit courses may be paid fully by the administrator's department if the request is initiated by his/her supervisor and the training is directly related and will enhance the employee's position and department.

10.0 PROCEDURE

- 10.1 Enrollees under this policy will enroll in classes during the regular registration processes, and no special provisions will be made for such enrollment.
- 10.2 Programs or classes which have special admission requirements or limited class sizes will be available for enrollment in the same manner as made available to the general student body.
- 10.3 Each employee or dependent desiring to attend the University under this policy shall obtain and complete the "Employee/Dependent Fee Waiver Form," according to University policies and timetables. Forms are available from the Bursar's Office, the Controller's Office, and Human Resources.
- 10.4 If an employee or eligible dependent meets requirements for the federal Pell Grant, these funds shall be utilized first to cover the cost of lab or special fees and then required textbooks and supplies purchased at the University Bookstore. These funds shall be used first to pay University costs before the application of the instructional and general fee waiver.
- 10.5 Any dollar difference shown as due after applying provisions of this policy is to be paid by the employee according to University policy.

Adopted 8/27/9 1; Revised 6/18/93; Revised 2/9/0, Revised 3/15/08