

Shawnee State University

AREA:	FINANCE AND ADMINISTRATION	POLICY NO.	4.54REV
		ADMIN. CODE:	3362-4-26
		PAGE NO.	1 OF 2
SUBJECT:	ADMINISTRATIVE STAFF DEVELOPMENT	EFFECTIVE DATE:	3-15-08
	TUITION REIMBURSEMENT – OFF CAMPUS	RECOMMENDED BY:	VPFA
		APPROVED BY:	BOT

1.0 Introduction

Shawnee State University supports a professional development program for full-time Administrators and ATSS employees taking graduate courses at other institutions of higher education that enhance the skills necessary in their present positions.

2.0 Program Qualifications

- 2.1 The Administrator/ATSS is eligible to apply for Master’s and Doctoral program tuition and fee reimbursement as specified herein after two year of continuous full-time service at Shawnee State University;
- 2.2 The graduate course of study must be provided by a regionally accredited institution of higher education;
- 2.3 The graduate course of study must be relevant to the employee’s position.
- 2.4 Prior approvals of the course of study by the employee’s supervisor, the department budget manager, and concurrence of the appropriate Vice President are required.
 - 2.4.1. After the initial approval of the course of study, subsequent requests for reimbursement for the same course of study will be submitted through the supervisor to the department budget manager for approval.
- 2.5 Any graduate program also offered by Shawnee State University is not eligible for tuition reimbursement provided a tuition benefit is offered for the Shawnee program.

3.0 Tuition Reimbursement

- 3.1 Reimbursement is provided for approved courses with a grade of B or higher. Should the program not provide a grade, the employee must submit evidence of satisfactory progress (e.g. dissertation credits as PR, etc.) Documentation from the institution granting the grade and/or progress report must be attached to reimbursement request.

- 3.2 The maximum reimbursement is 8 semester and 10 quarter hours per semester/quarter.
- 3.3 Non-traditionally structured graduate programs may be reimbursed based on pro-rated basis equivalent to the above.
- 3.4 Only courses required for the attainment of the course of study are eligible for reimbursement.
- 3.5 Reimbursement is limited to one graduate-level program.

4.0 Funding

- 4.1 Reimbursement will be calculated based upon the average credit hour cost from all Ohio public universities' relevant or related Masters or Doctoral programs, whichever is applicable to the approved program. This rate will be determined at the start of each Academic Year and will apply for that full year.

5.0 Continuous Service

- 5.1 An employee awarded benefits as permitted by policy will agree, in writing, to remain employed at the University for at least two (2) years from the end date of the term of the approved coursework. If not, the employee agrees to repay the tuition reimbursement amount received. This agreement applies for all reasons for departure except for: elimination of the employee's position or force reduction in which the employee is laid off for at least 21 months duration.

6.0 Effective

- 6.1 This policy become effective upon approval by the Board of Trustees and applies to all approved courses of study beginning the term following the adoption of this policy.