

# Shawnee State University

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| AREA:    | BUSINESS AFFAIRS                   | POLICY NO. 4.73 REV.<br>ADMIN. CODE 3362-4-44<br>PAGE NO. 1 OF 1<br>EFFECTIVE DATE: 8-11-06<br>RECOMMENDED BY: BUSINESS AFFAIRS<br>APPROVED BY: |
| SUBJECT: | TUITION WAIVER FOR ADJUNCT FACULTY |   |

It is the policy of Shawnee State University to allow a tuition waiver for one undergraduate course/term to any adjunct faculty member who has taught at least 9 semester credits or 12 quarter credits (or the equivalent combination of semester and quarter credits) within the immediate previous four complete fiscal years and is an adjunct faculty member during the fiscal year in which he or she elects to take a course.

## 1.0 Definitions

"On-campus tuition waiver benefits" apply to Shawnee State University undergraduate fees only, and do not cover special fees such as lab fees. An adjunct faculty member is entitled to an on-campus undergraduate tuition benefit for one course per term, "one course" being a single class for credit and carrying five or fewer credit hours.

## 2.0 Requirements and Limitations

The adjunct faculty member may enroll in undergraduate classes during the regular registration process, and no special provisions will be made for him or her to enroll in a course. Such enrollees will not be counted in determining minimum class size requirements, nor will additional sections be added to accommodate them.

Programs or classes which have special admission requirements or class size limitations will be available to such enrollees in the same way they are available to the student body, and enrollees will be required to compete for admission into these programs or courses with other student applicants.

## 3.0 Procedures

3.1 Any adjunct faculty member desiring to take a Shawnee State University undergraduate class under this on-campus tuition benefit policy shall obtain and complete the appropriate form.

3.2 At least one week prior to early registration, an adjunct faculty member should submit his/her fee waiver benefit form to his/her division chairperson or dean, for approval, review and final processing by the Financial Aid Office.