

LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

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AG CENTER PS-25
Revision: 1

TUITION AND FEE EXEMPTIONS FOR EMPLOYEES

Purpose

To define the Agricultural Center's policy on tuition and fee exemption for employees who are permitted to enroll in job-related courses.

General Policy

Full-time nonacademic and other academic (excluding persons at the rank of Instructor and above or Assistant Agent and above) employees, who have been employed at least one year and who have approval from their immediate supervisor, unit head, and the appropriate vice chancellor, may register for *job-related* courses for up to six college credit hours per regular semester and receive tuition and fee exemption. However, an employee generally may not register for more than one course during regular work hours. An exception is that an employee may register for multiple courses during work hours provided the courses do not total more than three credit hours. Employees are permitted up to three clock hours absence during regular work hours to attend class. Any absence above three clock hours per week must be made up for by working extra hours or taking compensatory leave, annual leave, or leave without pay with administrative approval.

Employees wishing to take coursework which will require more than six clock

hours absence from work per week must attach a letter of justification to their coursework request form explaining the need for the course, when the employee will make up hours of absence in excess of three per week, and the manner in which their job duties will be handled during their absence. These same limitations apply to summer session coursework. It is necessary that these requests be considered on a case by case basis when they are for non-traditional summer session classes which involve attending class more hours per week, but for fewer weeks.

Full-time nonacademic and other academic employees (excluding persons at the rank of Instructor and above or Assistant Agent and above), during their first year of employment and with approval from their immediate supervisor, unit head, and the appropriate vice chancellor, may register at their own expense for a *job-related* course and be allowed to take the course during work time for no more than one hour per day up to three hours per week.

The determination of *job-relatedness* is to be narrowly interpreted. To help supervisory personnel in making this judgment, the following points are useful guidelines:

- a. If the course would be beneficial to the employee in performing the

functions outlined in his/her position description, it may be approved.

- b. If the course would be beneficial to the employee to advance to the next higher position to which he or she might logically aspire to within the unit, it may be approved.
- c. If the course is required for a degree program in which the student is enrolled and if the degree program is job-related, it may be approved.

Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by supervisory personnel. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.

The value of the tuition and fee waiver may be considered taxable income to the employee in accordance Internal Revenue Service Regulations.

Procedure

Employees wishing to take coursework must complete the attached coursework request form and submit it for approval through the immediate supervisor and unit head to the Ag Center HRM Office. The HRM Office will certify the form and obtain vice chancellor approval.

Each semester employees will be notified of the deadline for submitting requests to receive approval. Employees who receive approval will have their fee bills adjusted with a notation that tuition and fees have been waived.

Employees who fail to submit their coursework request form by the deadline will have to pay tuition and fees at registration and, if the request is approved, will be reimbursed during the semester.

If an employee does not have complete course information by the request deadline, the employee should provide as much information on the form as possible and submit the form for approval. The employee must submit an amended copy as soon as the remaining information is known. Similarly, if after receiving approval the employee changes the course being taken, he/she must file a revised coursework request form.

Employees should be aware that the coursework request and approval process does not replace the regular registration process.

Attachment:
Employee Coursework Request Form.