

SECTION TITLE	NUMBER	PAGE
Tuition Exemptions	02-0228	1 of 1
DATE ADOPTED	APPROVED BY	
04-11-94 (AC)	President/Date	

1. PURPOSE:

The purpose of this policy is to define the tuition exemption for full-time faculty and staff.

2. PROCEDURE:

Full-time college faculty and staff members may enroll in one curriculum or extension course per semester in the system without payment of tuition or registration fee.

The administration encourages full-time staff members to enroll in curriculum or extension courses. Full-time staff may attend class during their regular work schedule provided the course has a reasonable potential for enhancing the employee's effectiveness, is included in an approved objective, and can arrange with their supervisor to be released from duties during the hours the class meets. Courses that do not fall in the above category, with the supervisor's approval, may be taken on a flexible schedule basis. That means the employee is expected to make up the work time missed.