

**AGENDA ITEM****ISSUE: EMPLOYEE ACADEMIC TUITION ASSISTANCE FOR MBA PROGRAM– RSU****ACTION PROPOSED:**

President Rice recommends the Board of Regents of the University of Oklahoma approve the following employee academic tuition assistance program for full-time employees wishing to earn a MBA degree from Rogers State University.

**BACKGROUND AND/OR RATIONALE:**

Rogers State University currently offers tuition waivers to obtain an associate and bachelor's degree in accordance to section 7.10 of the Personnel Policy and Procedures Manual. Since beginning the Masters of Business Administration program at Rogers State University, faculty and staff have requested the institution offer full-time staff a tuition waiver for the Masters of Business Administration similar to the existing policy. The President's cabinet discussed the request and agreed a tuition waiver would be beneficial not only to the employee but to the institution. The President and the President's Cabinet encourages employees to continue their education and believe further education improves the service provided to our students and believe retention of current employees would be improved.

Some of the features of the program include employees to be full-time, employed a minimum of six months, maintain a 3.0 GPA, limit the tuition waiver to three graduate credit hours per semester and have approval from their supervisor prior to enrolling in the class.

Legal Counsel has reviewed the policy and it is attached for the Board of Regents consideration.

### 7.10.1 Employee Academic Tuition Assistance Graduate Program

An Academic Tuition Assistance Graduate Program is available to regular, full-time employees. Staff are eligible for the program after six months of employment. The President may grant variance to the six-month employment restriction when it is in the best interest of the University. Faculty members are eligible for the program on the date of hire.

A minimum of two (2) openings per institutional fiscal year in a designate graduate program for employees participating in the Employee Academic Tuition Assistance Program may be reserved.

Openings will be reserved on a first come, first serve basis with preference given to students who meet full admission requirements for the program at the time of application and have been at the institution for longer than six (6) months.

Employees are allowed to apply for tuition assistance (fees are not included) for a maximum of 3 Rogers State University graduate credit hours per semester for the fall and spring semesters and 3 graduate credit hours for summer term.

Tuition assistance is not available for courses audited or repeated.

To remain eligible for the graduate tuition assistance program, after the first semester, an employee must maintain a cumulative GPA of 3.0 in all course work attempted after entrance into the program.

Reinstatement in the program after the cumulative GPA falls below 3.0 is not possible.

The employee must obtain approval from his or her supervisor before enrolling. Completed EATAP form must be approved and submitted to the Human Resources Office before the last day of the drop/add period, as defined by the Class Schedule, otherwise, the request will be declined. Academic Graduate Tuition Assistance Program Forms are available in the Employment and Benefits Office.

Requests may be denied when budget limitations dictate and/or for employees with unsatisfactory job performance or disciplinary issues, or for employees who have previously withdrawn from or failed courses for which tuition assistance was provided either at the undergraduate or graduate level.

If the class meets during normal business hours, the employee must obtain approval from his or her supervisor to take the class before he or she enrolls in the class. The supervisor must make the decision based upon the best interests of the University. If approved, the supervisor will submit a signed copy of the revised work schedule to the Human Resources Office for each semester that a revised work schedule is necessary. All class-related activities (admission, enrollment, advising, homework, etc.) must occur outside of work hours.