

## **7.10 Employee Academic Tuition Assistance Program**

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An Academic Tuition Assistance 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 deemed to be in the best interest of the University. Faculty members are eligible for the program on the date of hire.

This program allows an employee to apply for a tuition waiver (fees are not included) for a maximum of seven Rogers State University undergraduate credit hours for the fall and spring semesters and three credit hours for the summer term. Tuition assistance is not available for courses audited or repeated. To remain eligible for the tuition assistance program, after the first semester, an employee must maintain a cumulative GPA of 2.5 in all course work attempted after entrance into the program. Reinstatement in the program after the cumulative GPA falls below 2.5 is allowed only after the employee raises his or her cumulative GPA to 2.5 or greater.

The employee must obtain approval from his or her supervisor before enrolling. Completed Academic Tuition Assistance Program Forms must be approved and submitted to the Human Resources Office before the last day of the drop/add period, as defined in the Class Schedule. Requests received after this date will not be considered.

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and/or for employees with unsatisfactory job performance or disciplinary issues, or for employees who have previously withdrawn from or failed courses for which tuition assistance was provided.

If the class is scheduled 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 enrollment is approved, the supervisor will approve a revised work schedule and submit a signed copy to the Human Resources Office for each semester that a revised work schedule is approved. All class-related activities (admission, enrollment, advising, homework, etc.) must be done outside work hours.