



Kutztown University Policy A&F-020

Tuition Waiver for Non-Instructional Personnel Taking Professional Development Work at Kutztown University

A. Purpose

This policy describes the guidelines and procedures for tuition waiver for non-instructional personnel not covered by or not included in collective bargaining agreements.

B. Scope

This policy has university-wide applicability.

C. Definition(s)

Terms are defined as needed within this document.

D. Policy & Procedure(s)

Consistent with the concept of professional development, waivers for credit-bearing courses begun after May 8, 1987 may be granted to Kutztown University non-instructional employees when the course is directly related to the employee's job and provides job-related training.

Tuition may be waived for undergraduate courses taken for credit at Kutztown University subject to the following conditions:

- The person must be a full-time employee who has successfully completed his/her probationary period.
- The employee must be on the active payroll of the university.
- The employee must have satisfactory performance evaluations, and must have maintained a positive leave balance from year to year.
- Preliminary approval from the individual's immediate supervisor must be obtained and forwarded to the Human Resource Office prior to enrolling for classes each

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semester. When requesting summer courses the particular session (first or second) must be indicated. The supervisor's preliminary approval is subject to workload considerations. If adjustment for workload schedule is not possible, or will result in an adverse effect upon the operation, the supervisor may deny permission to utilize this policy and may so refuse the request. Written plans to make up the time missed from work and the written approval of the supervisor are needed each semester.

- In no event will leave be approved for course attendance if such absence would result in a greater cost to the university. For example, such absence will not be approved if it would require the hiring of a temporary replacement or result in the necessity for overtime payments.
- Enrollment under this policy will be contingent upon space being available.
- All university work missed must be made up to the satisfaction of the supervisor. In all cases when an employee is away from his or her assigned responsibility during the normal work day, the total time away for the job that is not being made up with/by an adjusted work schedule must be accounted for and reported on appropriate leave forms. Only one course (typically three credit hours) may be taken during the regular working hours. No more than six semester hours may be taken during any semester, and no more than three semester hours will be approved in each of the two summer sessions.
- Privileges under this policy cease when an individual terminates his or her employment with the university.
- The university reserves the right to amend or cancel this policy if deemed necessary but must provide one year's advance notice of any cancellation or substantive amendment.
- This policy does not apply to courses where it would cost the university (such as certain overseas courses).
- It is the individual employee's responsibility to know and to adhere to all of the rules promulgated under this policy.

E. Effective Date

1995

Amended 4/22/96

F. Last Review

August, 2007

August, 2009

August, 2010

August, 2011

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August, 2012

August, 2013