

TUITION REMISSION FOR FACULTY AND STAFF

I. **Policy**

Frostburg State University will assure the general policy of tuition remission for permanent faculty and permanent staff in the University of Maryland System on an intra- and inter- institutional basis as approved by the Board of Regents. This policy encourages such faculty and staff to enroll in academic courses for the improvement of skills or for personal development purposes, with tuition cost associated with such courses remitted in whole or in part.

This policy shall be administered by the Office of Human Resources consistent with the following policies and procedures:

- A. Tuition remission is extended to all classes of permanent faculty or permanent staff. Permanent is defined as "whose employees occupying a budgeted Position Identification Number (PIN) position."
- B. The exercise of the benefit of tuition remission shall be subject to the individual's admissibility to Frostburg State University and to the program in which the courses are offered and to all other academic regulations governing student enrollment.
- C. Full-time faculty and full-time staff shall be permitted to register for no more than two courses not to exceed eight (8) credits per semester with remission of tuition. Permanent part-time faculty and staff who are employed at fifty percent or more time in the University of Maryland System shall be permitted tuition remission for credits proportional to their percentage of service. All fees, except for tuition waived, are to be paid by the employee. Courses taken under this policy shall not interfere with the assigned responsibilities of any faculty member or staff and shall require the approval of the chief executive officer or designee and the immediate supervisor of the employee.

D. The faculty member or staff member may register for the desired course(s) at any institution in the University System. Faculty and staff employed by any System institution who otherwise meet admissibility and registration criteria, shall be granted tuition remission at any System institution on the same basis as faculty and staff who are employed by the host institution.

E. Programs of study to be exempted from this policy shall include the M.D. and D.D.S. programs at the University of Maryland at Baltimore and such other programs as may be recommended by the President of the institution offering the program and approved by the Chancellor. Frostburg State University does not provide tuition remission for

self-support programs and courses. Frostburg State University will apply the exempted status equally to all applicants who wish to participate in the tuition remission program, whether from Frostburg State University or other institutions.

II. **Implementation**

A. This policy shall be implemented in the following manner:

1. Effective July 1, 1990, all permanent faculty and permanent staff of any institutions and other units of the University of Maryland System may receive tuition remission at any institution in the System in accordance with the provisions of paragraphs I.A through I.E. above.
2. Inter-institutional Transfer of Funds: Inter-institutional transfer of funds within the System in implementation of this policy shall not be made.
3. The Office of Human Resources will prepare an annual report on the use of the tuition remission program during the preceding academic year for the President's filing with the Chancellor.
4. This policy shall be reviewed annually.

Ref. BOR VII - 4.10