VII - 4.10 - POLICY ON TUITION REMISSION AND TUITION REIMBURSEMENT FOR REGULAR AND RETIRED NONEXEMPT AND EXEMPT STAFF AND FACULTY EMPLOYEES OF THE UNIVERSITY SYSTEM OF MARYLAND

(Approved by the Board of Regents on January 11, 1990, Amended by the Board on May 31, 1990, Amended by the Board on August 28, 1990, Amended by the Board on August 24, 2001; Amended by the Board on December 7. 2001; Amended by the Board on August 23, 2002; Amended by the Board on December 6, 2002, Amended by the Board on June 27, 2003; Amended October 9, 2015)

I. PURPOSE AND APPLICABILITY

The University System of Maryland (USM) supports the continuing education of its regular and retired Nonexempt and Exempt Staff and Faculty employees by providing tuition remission and tuition reimbursement for eligible employees and retirees to enroll in academic courses for the improvement of skills or for personal development purposes, as described in this policy.

II. DEFINITIONS

A. An "**eligible employee**" is a **"**Regular**"** Nonexempt or Exempt Staff or Faculty employee who works in a position that has been approved through the budgetary and pertinent appointment classification processes and that is intended to last six months or more regardless of the nature of the source of funds or who has retired from such a position.

B. "**Reciprocal institutions**" are Non-USM Institutions that participate in the USM tuition remission program. They are Morgan State University (MSU), St. Mary's College of Maryland (SMCM), and Baltimore City Community College (BCCC).

C. "**Retiree**" - For purposes of acceptance of tuition remission requests, a "University System of Maryland Retiree" shall have earned at least five years of total service credit at one or more institution(s) of the USM or shall have retired on accidental disability and must be receiving a periodic distribution from the State of Maryland Retirement and Pension System and/or a Maryland Optional Retirement Plan (ORP). Verification of Retiree Status may be obtained by contacting the Human Resources Office of the institution from which the eligible employee has retired.

D. "**Tuition reimbursement**" means re-paying an eligible employee for certain tuition costs under certain circumstances as described in this policy.

E. "**Tuition remission**" means the waiver of tuition at a USM or reciprocal institution.

III. ADMINISTRATION OF TUITION REMISSION

This program shall be administered by the institutions, consistent with the following policies and implementation procedures:

A. Eligibility:

Tuition remission is extended to eligible employees and retirees as follows:.

1. Tuition remission shall be subject to the individual's admissibility to the institution and to the program in which the courses are to be taken and to the other academic regulations of the institution governing student enrollment (for example, course prerequisites and registration deadlines).

2. Inter-institutional transfer of funds within the USM in implementation of this policy shall not be made.

3. Eligible employees and retirees shall be permitted to register for courses not to exceed eight (8) credits per semester with remission of tuition. Eligible employees or retirees who are (or were) employed at fifty percent (50%) or more time in the USM shall be permitted tuition remission for credits proportional to their percentage of service.

B. Tuition remission does not include mandatory fees, which remain the responsibility of the eligible employee or retiree**.**

C. Courses taken under this policy shall not interfere with the assigned job responsibilities of any eligible employee and shall require the approval of the President or designee.

D. An eligible employee may register for the desired course(s) at any institution in the USM. An eligible employee employed by any USM institution who otherwise meets admissibility and registration criteria, shall be granted tuition remission at any USM institution on the same basis as eligible employees 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, Baltimore and such other programs as may be recommended by the President of the institution offering the program and approved by the Chancellor. Availability of tuition remission for self-support programs and courses shall be recommended by the President of the institution offering the program and approved by the Chancellor. The host institution shall apply the exempted status equally to all applicants who wish to participate in the tuition remission program, whether from the host institution or other USM institutions. Exempted programs are listed each semester in the USM tuition

remission deadlines and restrictions chart, which is posted at each institution and on the USM Office website.

F. Tuition Remission for eligible employees of Morgan State University (MSU), Saint Mary's College of Maryland (SMC) and Baltimore City Community College (BCCC).

Eligible employees of MSU, SMC, and BCCC shall receive tuition remission at institutions of the USM at the same level of benefits as provided for USM eligible employees. This provision is dependent upon reciprocity being extended by MSU, SMC and BCCC to eligible employees of USM institutions.

IV. TUITION REIMBURSEMENT AT NON-USM OR NON-RECIPROCAL INSTITUTIONS

A. Eligibility for Tuition Reimbursement

Subject to the requirements of this Section, an eligible full-time employee may be reimbursed for the cost of tuition upon successful completion of a course offered by non-USM or non-Reciprocal two- or four-year institution if:

1. That employee's department head or chair determines that a specific course is job-related and will contribute to the employee's job performance.

2. The course is not available as a practical matter at any USM or reciprocal Institution; and

3. Operations and resources permit the employee's enrollment in and reimbursement for the course.

B. Administration of Tuition Reimbursement

1. The employee's department head or chair shall submit a written reimbursement recommendation to the institution's CHRO before the first class meeting of the recommended course. The advance approval of the CHRO is required in order for the employee to receive reimbursement for the course.

2. The employee is responsible for paying tuition and related fees to the institution offering the approved course.

3. Upon successful completion of the course, the employee shall submit a request for reimbursement, documenting the tuition amount to be reimbursed and the employee's receipt of a grade of "C" or better in the course.

C. Limitations on Tuition Reimbursement

Tuition reimbursement for courses at non-USM or non-Reciprocal institutions is limited as follows:

1. The maximum reimbursement per semester shall be for one course, not to exceed four credit hours.

2. Course fees and expenses other than tuition are the responsibility of the employee.

3. An employee may not enroll in more than eight credit hours of coursework in a semester for which the employee is receiving a combination of tuition reimbursement under this Section and tuition remission under Section III of this policy.

4. The amount to be reimbursed per credit hour for an approved course may be limited to amount currently charged for a graduate credit hour at the University of Maryland College Park.

D. Absence from Work to Attend Class.

1. If enrollment in a course is required by the employee's department, the employee may be absent from work for not more than one-half day on days when classes are scheduled. The employee will not be required to make up for time away from work on class days**.**

2. If enrollment in such a course is not mandatory, the employee should enroll in a class that meets during non-work hours, if feasible. The employee must either take leave or make up for any hours of work lost for a course that is not required by the employee's department**.**

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her Institutional community, and post it on its institutional website.