

GLENVILLE STATE UNIVERSITY POLICIES

TUITION AND FEES POLICY 44

AWARDING OF UNDERGRADUATE TUITION WAIVERS ASSISTANCE AWARDS

44.1 General

1.1. Scope – This policy regards the awarding of undergraduate tuition waivers to qualifying faculty, staff,

2.2.2. Fee waivers must be granted in accord with any applicable provisions in West Virginia State Code, including to students in special categories identified in West Virginia Code (e.g. children of certain law enforcement officers and fire fighters killed in the line of duty). The University may require such persons to pay special fees, including any laboratory fees, if such fees are required of all other students taking a single or the particular course and may also require such person to pay for parking.

2.2.3. Pursuant to the statute, no student under this section may hold an undergraduate tuition assistance award for more than eight (8) semesters. Twelve (12) or more semester hours attempted during a regular semester or a summer term shall be considered as one (1) semester for scholarship purposes. Awards under this section will cover a portion of tuition and fees.

2.3. Tuition waivers also give means of providing an additional incentive for the recruitment and retention of qualified employees. Waivers are also considered as part of training and development designed to enhance the professional level and this (A) fees. particular portion West the particular develop

2.3.2.1. The course load for which an eligible employee may receive a waiver is limited to one course per semester during their regular work day and requires written approval from the appropriate Cabinet member prior to enrolling. Time spent in the classroom is not compensated and shall not interfere with the unit's operation or require other employees to cover job duties. Employees must make arrangements to make up missed work time with their immediate supervisor. Full time regular staff members can apply for release time using the appropriate HR form. Release time must be approved by the appropriate Cabinet member and may not exceed one release per departmental unit per semester. Waivers for courses taken not during work hours may not exceed six (6) hours/semester. Work day for faculty is defined as scheduled classes and office hours.

2.3.2.2. A dependent shall be eligible for tuition waivers as a full time or part time student provided the dependent does not exceed twenty five (25) years of age prior to the beginning of the semester for which the waiver is requested. Dependents must meet the University's academic general admission standards and must maintain a minimum of a 2.0 GPA for each semester as well as Satisfactory Academic Progress for financial aid. Dependents that are on academic or social probation will not be eligible for waivers.

2.3.2.4. No eligible spouse or dependent may hold an undergraduate tuition waiver for more than eight (8) semesters, either consecutive or non consecutive. Employees are limited to a total of one hundred thirty (130) hours and have no limits on the number of courses taken per semester.

dependents and spouses. A full time waiver is defined as twelve (12) hours. A full time waiver can be split