

## Campus Administrative Policy

**Policy Title:**     **Employee Tuition Waivers**

Policy Number: 4008                      Functional Area:     **Human Resources**

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Effective:                                      June 1, 2010  
Date Last Amended/Reviewed:     June 1, 2010  
Date Scheduled for Review:         July 1, 2017  
Supersedes:                                  Employee Tuition Waivers, August 1, 2008

Approved by:                                 Vice Chancellor for Administration and Finance

Prepared by:                                 Assistant Vice Chancellor for Student Financial Services  
Reviewing Office:                         Executive Vice Chancellor for Administration and Finance  
  Senior Vice Chancellor for Administration and Finance  
Responsible Officer:                       Associate Vice Chancellor for Human Resources

Applies to:                                   University of Colorado Anschutz Medical Campus  
   University of Colorado Denver  
   University of Colorado South Denver Location

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### **A.     INTRODUCTION**

The University of Colorado has a long established practice that allows tuition waivers to be granted in view of budgetary constraints, available classroom space and benefits to the University through improved professional development, morale, and motivation. The University's Educational Assistance Plan follows Section 127 of the Internal Revenue Code of 1986. A 1992 State fiscal rule, 7.50-01, set forth general conditions for governing boards of institutions of higher education to grant tuition waivers to permanent employees. In 2005, Fiscal Rule 2-8.04 of the State of Colorado set forth general conditions for instructional courses and job related training. A System Administrative Policy Statement, Tuition Assistance Benefit, sets the annual number of hours allowed under the tuition benefit at nine credit hours for qualifying full-time faculty and employees, effective Fall 2008. It further defined the tuition waiver allowance for less than 100 percent time appointments.

## **B. POLICY STATEMENT**

The policy creates a common set of policies and practices regarding tuition waivers for permanent employees at the University of Colorado Denver, and reconciles the fiscal rules to the University of Colorado Denver's practice of employee tuition waiver.

1. In accordance with the 1992 fiscal rule 7.50-01, Regent Employee Tuition Waiver Policy dated June 18, 1981, and Regent Employee Tuition Waiver Policy dated August 1, 2008, the University of Colorado Denver may grant a tuition waiver for permanent employees of the University for up to nine semester hours per fiscal year, including summer, for courses taken within the University of Colorado system. In accordance with the 1981 Regent Employee Tuition Waiver Policy, continuing education courses, continuing and professional education, extended studies or courses taught through the University of Colorado at Boulder SAVE program are excluded from this policy.
2. Those employees (members of faculty at the rank of instructor and above, members of the classified staff, and professional exempt employees) who are full time may receive the full benefit.

Those employees (members of faculty at the rank of instructor and above, members of the classified staff, and professional exempt employees) who are appointed for less than full time may receive a benefit proportional to the percentage of time employed in a fiscal year.

Temporary employees, hourly employees, teaching assistants, student employees or honorarium faculty are not eligible for an employee tuition waiver.

3. The appointing authority must approve courses taken under the employee tuition waiver program, assuring compliance with State Fiscal Rule 2-8.04 and University fiscal policy, certifying that the course(s) approved are appropriate and job related.

## **C. PROCEDURES**

1. Those employees (members of faculty at the rank of instructor and above, members of the classified staff, and professional exempt) who are on full time appointment may receive the full benefit.

Those employees (members of faculty at the rank of instructor and above, members of the classified staff, and professional exempt employees) who are appointed for less than full time may receive a benefit proportional to the percentage of time employed in a fiscal year. Temporary employees, hourly employees, teaching assistants, student employees or honorarium faculty are not eligible for an employee tuition waiver.

| % time appointment | Credit hours eligible during the fiscal year (Summer, Fall, Spring terms) |
|--------------------|---|
|--------------------|---|

|        |                |
|--------|----------------|
| 1-12%  | 1 credit hour  |
| 13-24% | 2 credit hours |
| 25-37% | 3 credit hours |
| 38-49% | 4 credit hours |
| 50-61% | 5 credit hours |
| 62-73% | 6 credit hours |
| 74-85% | 7 credit hours |
| 86-99% | 8 credit hours |
| 100%   | 9 credit hours |

- Employees may not use formal concurrent registration procedures to register for courses on a tuition waiver basis. They must register at each University campus.
- Registration for classes will be on a space available basis only. At no time may an employee using the waiver replace a tuition paying student. Wait listing is not allowed. If the course is closed, the employee must wait until the end of the wait list period to register.
- Employees may not enroll during regular registration for a class, then drop the course, and re-enroll using the waiver.
- Course work must be taken outside scheduled working hours or with an adjusted work schedule of equivalent hours acceptable to the employing department.
- Employees who voluntarily reduce their appointments to less than full time, at the request of the University, will be permitted to take up to nine semester hours of course work in any fiscal year on a space available basis without payment of tuition.
- All credits earned by employees using the waiver will be excluded from appropriated student FTE and enrollment reports.
- The Bursar's Office will select an individual to oversee the program. This representative will coordinate and enforce the provisions of this policy to insure equitable treatment to all parties involved in the waiver process.
- The policy does not void or create any agreements between the Anschutz Medical Campus and CU Denver regarding monetary transfers in the event of revenue shortfalls.
- No fees will be waived for faculty/staff employees. All students (including faculty and staff) taking classes at CU Denver are required to pay a \$200 registration advance payment each term before they will be allowed to register. For employees using the employee tuition waiver, this advance payment will apply toward the term's

fees.

11. As part of the waiver application process, and in compliance with 2005 State Fiscal Rule 2-8.04 and University fiscal policy, the appointing authority must certify that the course(s) approved are appropriate and job related – and will benefit the University and enhance the employee’s performance. Employee training may not be solely for the personal or professional development or advancement of the employee. This will be done by the appointing authority completing this statement for each course requested by the employee.

*I certify that this course is (these courses are) job related and are career enhancement courses, and will benefit the University and enhance this employee’s performance. I acknowledge that under University fiscal rules, employee training may not be solely for the personal or professional development or advancement of the employee. Course being approved #1 (complete course title & #) \_\_\_\_\_ Meets the University definition of job related training in the following way: \_\_\_\_\_*

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12. University of Colorado Denver employees cannot take courses at Metropolitan State College or the Community College of Denver under the employee tuition waiver program.
13. Employees of AHEC, Metropolitan State College, or Community College of Denver cannot takes course at the University of Colorado under the employee tuition waiver program.
14. An employee admitted as an in-state undergraduate student is eligible for the College Opportunity Fund (COF) Stipend. It is the responsibility of the employee to apply for COF and authorize the stipend. The tuition waiver benefit will cover the student share of tuition only. If the employee applies for COF and authorizes in UCDAccess, the student portal, the total tuition will be covered. If employees do not apply and authorize, they will be responsible for the tuition amount that would have been covered by COF.

## Notes

1. Dates of official enactment and amendments:

August 1, 2008: Adopted

June 1, 2010: Revised / approved by Vice Chancellor for Administration and Finance

2. History:

April 9, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. University

Branding and links verified

3. Initial Policy Effective Date: August 1, 2008
4. Cross References/Appendix:
  - 2005 State of Colorado Fiscal Rule 2-8.04
  - Board of Regent Employee Tuition Waiver Policy, June 1981 Regent Action 6/07 to eliminate reciprocity with Auraria institutions
  - Administrative Policy Statement 5024, Tuition Assistance Benefit