



HRM 60.225: TUITION REMISSION - EMPLOYEES

PURPOSE

The purpose of this policy is to establish the requirements to enable Mississippi State University employees to enroll in courses of study at the University in order to enhance personal and professional development.

POLICY

Benefits eligible employees are eligible to have tuition remitted for up to six (6) credit hours per semester subject to the restrictions and limitations below.

PROCEDURE

1. Eligibility

A. Employees

Regular benefits eligible employees (fifty percent (50%) time or greater) are eligible to have tuition remitted for up to six (6) undergraduate or graduate credit hours per *semester with a maximum of eighteen (18) credit hours per calendar year**. Employees are responsible for certain required fees. Employees are eligible for this benefit on the first day of their regular employment provided the employment began on or before the first day of class

*[*Semesters include Winter, Spring, Summer, and Fall. For the Summer semester, Maymester, Summer 10 Week, Summer I, and Summer II are combined to count as one semester for the purpose of administering this policy.]*

*[**For tax compliance purposes, hours for a given calendar year will be accumulated beginning with the Winter semester. For example, the 18 credit hour limit for calendar year 2021 will be computed by adding credit hours taken for Winter 2020, Spring 2021, Summer 2021, and Fall 2021.]*

B. Retirees

Retired employees, who were eligible for the Tuition Remission Program at the time of their retirement, may continue to be eligible under the same terms and fee schedule as regular employees. The term retirees shall mean employees who have attained official retirement status from the University.

C. Leave of Absence

Regular benefits eligible employees on an approved leave of absence may continue to be eligible for the Tuition Remission Program for the duration of the approved absence.

D. Non-Resident Policy

Employees and retirees who are eligible for the Tuition Remission Program will be considered a resident of Mississippi and qualify for in-state tuition for fee purposes.

2. General

*[*Semesters include Winter, Spring, Summer, and Fall. For the Summer semester, Maymester, Summer 10 Week, Summer I, and Summer II are combined to count as one semester for the purpose of administering this policy.]*

- A. Exclusions: The Tuition Remission Program does not cover laboratory fees, course materials, meal plans, or housing fees. Also excluded are general extension and independent study courses (correspondence courses), Master of Physician Assistant Studies, College of Veterinary Medicine tuition for the Doctor of Veterinary Medicine degree and all self-supported institutional activities (e.g. short courses, workshops, institutes, and independent study courses and non-credit courses taught by Continuing Education).
- B. Distance Education Courses: Distance Fees will be waived for two (2) courses or six (6) undergraduate or graduate credit hours per semester provided the courses meet the requirements of the policy. The instructional support fee is excluded from the tuition remission program, however, and employees will be charged this fee on a per credit hour basis on all distance courses.
- C. Employees may enroll in one course during their normal work day with the prior approval of the responsible department/unit head provided the employee makes up time lost from work (including travel to and from class) during the same work week, or uses accrued personal leave or earned compensatory time off. Additional courses must be taken during non-work hours.
- D. To receive tuition remission, employees must gain admission/readmission to the University and complete the Application for Tuition Remission - Employee eForm. The eForm must be approved and submitted as instructed in the routing guide prior to the first day of class.
- E. Employees who are denied approval to take a course provided by the Tuition Remission Program may request a review of the decision, in writing, to the responsible administrator. The administrator must provide a written explanation to the employees. If employees are not satisfied with the written explanation, they may request a review of the decision through administrative channels to the

appropriate Vice President. The review process must be initiated ten (10) days after the written explanation is issued.

- F. Credit hours taken in excess of the limits specified in this policy shall be paid for by employees at the actual tuition for those hours in accordance with the University's payment policy.

REVIEW

The Chief Human Resources Officer is responsible for review of this policy as needed but no less frequently than 4 years.

REVIEWED BY:

/s/ Leslie Corey
Chief Human Resources Officer

5/24/21
Date

/s/ David Shaw
Provost and Executive Vice President

5/24/21
Date

/s/ Tracey Baham
Director, Institutional Research & Effectiveness

5/24/21
Date

/s/ Joan Lucas
General Counsel

5/24/21
Date

APPROVED BY:

/s/ Mark E. Keenum
President

5/24/21
Date