

December 5, 2012

TO: Patrick K. Gamble, President *PKG*  
FROM: Donald Smith, CHRO *Donald Smith*  
RE: Revisions to University Regulation R04.06.010

Attached for your review and approval are proposed revisions to regulations governing Employee Education Benefits. The changes include:

- A six month waiting period to coincide with employment probation
- Increase applicable credit hours from twelve to sixteen in an academic year
- Increase applicable credit hours from six to eight in a semester
- Increase applicable non-credit courses from six to eight in an academic year
- Requirement for 2.0 cumulative GPA or better for undergraduate eligibility
- Requirement for 3.0 cumulative GPA or better for graduate eligibility
- Clarification that an employee cannot pyramid tuition benefits as a spouse or dependent child
- Tuition waiver not applicable to self-support course charges, non-credit courses for spouses and dependent children, 500 level courses, and year-long courses.

In accordance with Regents' Policy 01.03.020 B., I have sought review and comment by the chancellors and affected governance groups on your behalf. The comment period began November, 2011 and closed November, 2012.

I recommend your approval. If you concur, please indicate by signing below. The changes would be effective upon your signature and incorporation in the Manual of Regulations. Thus your approval should be transmitted to Brandi Berg, Board of Regents Executive Officer, for incorporation in the manual and distribution.

Attachments: Proposed R04.06.010 and current R04.06.010 (8-13-08)

I approve and cause to be promulgated the attached changes to University Regulation See above. These changes are effective immediately.

*PKG*  
\_\_\_\_\_  
Patrick K. Gamble, President

*6 Dec 12*  
\_\_\_\_\_  
Date

cc: Brandi Berg, Board of Regents Executive Officer  
Chancellors  
General Counsel

**R04.06.010. Employee Education Benefits.**

Regular employees, spouses and dependent children are authorized a waiver of course charges under the following conditions:

- A. Regular employees and their spouses and dependent children are eligible for education benefits as provided in this section after the employee has completed a six-month employment probationary period. Any waiver of the waiting period must be approved by the chancellor or president, as appropriate, and the Statewide Office of Human Resources.
- B. Eligible regular employees of the university may have tuition waived for up to sixteen credit hours per academic year with a maximum of eight credit hours per semester.
- C. Eligible regular employees may have course charges waived for up to four university-approved non-credit courses in each semester, not to exceed eight non-credit courses per academic year. Prior to the start of each academic term, the list of university-approved non-credit courses will be provided by the Statewide Office of Human Resources.
- D. Notwithstanding subsections A and B of this section, eligible regular employees with an employment contract with the university for the following academic year, but who are off contract during the summer, may have up to sixteen graduate or undergraduate course credit hour charges waived per summer session. Such employees may have up to eight non-credit courses waived from a UA-approved list per summer session. The employee's tuition waivers shall not exceed sixteen credit hours and eight non-credit courses per academic year.
- E. An academic year begins with the fall semester and ends with the summer term.
- F. Eligible regular employees may take up to three credit hours during working hours with prior written approval by the supervisor, without having to make up the time if, in the opinion of the supervisor, the coursework will be of direct benefit to the university.
- G. Eligible regular employees may take university-approved non-credit courses during working hours with prior written approval by the supervisor. Employees are not required to make up the time for their attendance at university-approved non-credit courses.
- H. Eligible regular employees may attend credit courses that do not directly benefit the university during working hours with prior written approval of the supervisor. The employee shall use accrued leave or make up lost work time through a flexible work schedule requested through and approved by the supervisor.
- I. Spouses and dependent children under the age of 24 of eligible regular employees may have course credit hour tuition waived as provided in this section.

- J. Employees, spouses and dependent children must maintain a 2.0 or better cumulative GPA to be eligible for undergraduate education benefits. Employees, spouses and dependent children must maintain a 3.0 or better cumulative GPA to be eligible for graduate level education benefits. Grade appeals will be reviewed in accordance with the procedures for challenges to academic decisions set forth in university regulation and MAU rules and procedures.
- K. Employees who qualify for education benefits through their employment status are not eligible for education benefits as an employee's spouse or dependent child.
- L. An individual who qualifies for permanent disability during his/her regular employment under the University of Alaska's long-term disability plan will have course credit hour charges waived for a period of three academic years following qualification.
- M. An employee who has included university coursework as part of an approved leave of absence is entitled to the same education benefits as a regular employee.
- N. Education benefits cease upon termination of employment except for those courses in which the employee, spouse or dependent child is currently enrolled and classes are in session at the time of termination.
- O. An employee is responsible for any tax liability generated from employee education benefits.
- P. Tuition and course charges will not be waived for the following:
  - 1. Self-support course charges, except for non-credit university-approved courses taken by employees;
  - 2. Course charges for non-credit courses for spouses and dependent children of employees;
  - 3. 500 level courses; and
  - 4. Year-long courses.
- Q. For a student enrolled in the WWAMI Medical Program, a tuition waiver may be used only for University of Alaska-provided coursework.

(12-05-12)