

## **UW REGULATION 4-175**

### **University Fee Privileges of University Employees and other Eligible Personnel**

#### **1. PURPOSE.**

To establish the policy relating to University tuition privileges of University employees, spouses of University employees, other persons with teaching roles, and certain full-time, campus-based state and federal employees.

#### **2. POLICY.**

A. For eligible individuals, the University will waive tuition and mandatory student fees for one course of up to six semester hours of University enrollment in college credit courses (including Outreach courses) during each regular semester and regular summer session. Eligible individuals shall pay applicable student and course fees. Eligible individuals include:

- (1) Benefited University employees who are employed on at least a half-time (0.5 full time equivalent) basis during the semester or summer session during which the course is offered.
- (2) Full-time employees of state and federal government agencies rendering significant educational services to the University, as determined by the President of the University
- (3) Professional persons, other than University employees, rendering teaching or research services in University-approved credit programs when recommended by an appropriate appointing authority or University officer.

B. The University will waive:

- (1) One-half the tuition, (exclusive of any student fees and course fees) for college credit courses, including Outreach courses, each regular semester and summer session for a spouse or domestic partner of a full-time benefited University employee, when the spouse or domestic partner is enrolled as a part-time or full-time University student.
- (2) One-fourth of the tuition, (exclusive of any student fees and course fees) for college credit courses, including Outreach courses, each regular semester and summer session for the spouse or domestic partner of a part-time benefited employee, when the spouse or domestic partner is enrolled as a

part-time or full-time University student and has met the residency requirements for in-state tuition (eligible for only one-half of the above tuition benefit)

C. As used in this regulation, “domestic partner” means the definition used by the University in the exception policy for making domestic partner accommodations established by the Office of Diversity.

D. Except as provided in Section 3, a University employee eligible for the tuition and fee waiver under this regulation shall be released from assigned duties for actual attendance at classes of up to a maximum of six semester hours of University enrollment during a regular semester and summer session in order to attend classes that meet during regular duty hours.

### **3. ADMINISTRATION.**

Employees eligible and applying for tuition waiver under this regulation shall submit an application through their appointing authority to the Director of Human Resources on forms provided by the Human Resources Department. The Vice President for the employee’s unit, and the Director of Intercollegiate Athletics in the case of employees in that division, may disapprove an application under this section if the Vice President, in consultation with the appointing authority, finds the employee’s absence during duty hours to attend class would significantly impair the unit’s ability to accomplish its mission. If a Vice President makes such a determination, the Vice President shall take action to ensure the employee is able to take the desired course during duty hours as soon as practicable at a subsequent semester or summer session.

Source: University Regulation 175, Revision 2; adopted July 17, 2008, Board of Trustees meeting