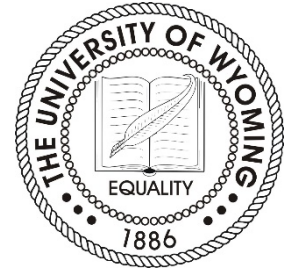

UNIVERSITY OF WYOMING REGULATIONS

Subject: Tuition Privileges of University Employees and Other Eligible Personnel

Number: UW Regulation 5-4



I. PURPOSE

To establish the policy relating to University tuition privileges of University employees, spouses of University employees, other persons with teaching roles, certain full-time state and federal employees, and other eligible individuals as determined by the Vice President for Administration.

II. POLICY

A. For eligible individuals, the University will waive tuition and mandatory student fees for one course of up to six (6) semester hours of University enrollment in college credit 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 and approved by the Vice President for Administration.
4. Employees of cooperating agencies when approved by the Vice President for Administration.

B. The University shall waive:

1. One-half the tuition (exclusive of any student fees and course fees) for college credit 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, 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. The definition of “domestic partner” can be found in the University’s Domestic Partner Health Insurance Benefit Policy, which is available on the Department of Human Resources’ website.
 - D. Except as provided in Section III, 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 (6) semester hours of University enrollment during a regular semester and summer session in order to attend classes that meet during regular duty hours.

III. ADMINISTRATION

Eligible employees applying for a 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 or the Director of Intercollegiate Athletics may disapprove an application under this section if the Vice President or the Director of Intercollegiate Athletics, in consultation with the Appointing Authority, finds the Employee’s absence during work hours would significantly impair the unit’s ability to accomplish its mission. If a Vice President or the Director of Intercollegiate Athletics makes such a determination, the Vice President or the Director of Intercollegiate Athletics shall take action to ensure the employee is able to take the desired course during work hours as soon as practicable at a subsequent semester or summer session.

Responsible Division/Unit: Division of Administration

Source: None

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

History:

University Regulation 175, Revision 2; adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 9/12/2014 Board of Trustees meeting
Revisions adopted 4/13/2015 Board of Trustees meeting
Revisions adopted 3/23/2017 Board of Trustees meeting
Reformatted 7/1/2018: previously UW Regulation 4-175, now UW Regulation 5-4