

University Policy Advisory Committee Policy & Procedure Review

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| Title: | Education Benefits |
| Date Submitted: | 10/21/22 |
| Submitted by (Individual): | Traci Klein |
| Department: | Human Resources |
| Division: | Finance & Administration |
| Policy Number: | |
| Procedure Number: | CWUR 3-40-030 |

New Revision

The policy or procedure has been formatted to be consistent with CWUP standards.

The policy and/or procedure change has a budget impact. Yes No
(If yes, please attach a spread sheet that provides an analysis of the impact.)

Consultation and Review

Please indicate consultation completed in the preparation of your proposed policy or procedure, including the name of the individual or groups consulted, the date of the consultation, and any written feedback/recommendations from the group consulted.

| Date | No Budget Impact | Date | Budget Impact |
|------|---------------------------|------|---------------------------|
| | Issue-area stakeholders | | Issue-area stakeholders |
| | Provost's Council | | Affected budget authority |
| | Executive Leadership Team | | PBAC |
| | UPAC | | Provost's Council |
| | | | Executive Leadership Team |
| | | | UPAC |

Summary of impact: Briefly explain why this policy or procedure has been created/changed. With the recent addition of 'nonpermanent civil service' employees, the procedure is being updated to include this employee type.

Summary of policy/procedure: This procedure outlines the education benefits available to faculty and staff.

Itemization of changes (revision documents): Addition of 'nonpermanent civil service employees' added to list of those excluded from this benefit.

Policy impact on equity:

1. What does this policy aim to do?

A. Who benefits from this policy?

B. Who is left out of this policy?

2. What are the basic assumptions of this policy?

CWUR 3-40-030 Education Benefits

Applies to - All university staff. To the extent that this procedure addresses terms not covered under collective bargaining agreements for represented employees, the terms of this procedure shall prevail.

(1) Eligibility Procedure

(A) Eligible employees are those defined by [CWUP 2-30-050](#) Education Benefits for CWU Staff. Faculty who are hired on a quarter-to-quarter basis and temporary exempt employees become eligible beginning with the second consecutive quarter of half time or more employment. For the purposes of this section, employment of faculty in spring quarter and the following fall quarter may constitute consecutive employment. The benefit continues until the end of the quarter during which a recipient is no longer employed by the university. Faculty on courtesy appointments; retired faculty, staff, and exempt personnel; temporary/hourly employees, nonpermanent civil service employees; and undergraduate and graduate assistants, associates, or others holding positions with student status are not eligible for the tuition and fee exemption otherwise offered by the policy.

(B) Full-time cooperative extension service and agricultural research employees of Washington State University stationed off campus (WSU) may also take advantage of this educational benefits policy. Active-duty military stationed at one of the Reserve Officer Training Corps (ROTC) offices on campus (Air Force or Army) as well as civilian and/or contacted staff members of CWU ROTC programs are eligible for the tuition and fee exemptions offered by the policy.

(2) Registration Procedure

(A) In order to initiate registration under this policy, the employee, veteran, or member of the guard must contact the office of the registrar and submit a Tuition Exemption Request Form. If taking course work under this policy for the purpose of degree completion or certification, the employee, veteran or member of the guard must apply to and be admitted by CWU.

(B) Eligibility to register shall be contingent on participants' meeting established academic and administrative requirements of the university and of particular departments and degree programs, including course prerequisites.

(C) Registration for classes under this program shall begin for CWU employees and ROTC faculty and staff on the second day of instruction each academic term. Registration for all other eligible individuals shall be allowed beginning the third day of instruction each academic term. All registrations must be complete by the end of the add/drop period. Such registrations will be contingent upon space availability at the end of the change of schedule period.

(D) No course which admits students on a space available basis shall be overenrolled, closed, or filled beyond pre-established class limits. The registrar will not honor any special permission to enter a closed course given by an instructor to individuals exercising their educational benefits; therefore, registration for a course by an eligible individual will not be final until the last day of the add/drop period.

(E) All credit hours generated under this policy will be separately accounted for and will not affect formula entitlements.

(3) Fees

(A) A nonrefundable fee of \$15.00 will be assessed quarterly to each CWU employee and CWU ROTC faculty and staff to cover the costs of administering the program. For all other eligible individuals, the nonrefundable fee will be \$30.00.

(B) An individual taking classes under this provision will not pay student fees, other than those associated with a course. CWU employees and CWU ROTC faculty and staff registering for more than eight (8) credits will pay per-credit tuition rates for all

credits in excess of eight (8). Members of the Guard, veterans, and non-CWU state employees registering for more than six (6) credits will pay per-credit tuition rates for all credits in excess of six (6).

(C) All charges and deposits including special course fees beyond the basic tuition, operating, health, and service and activities fees are the responsibility of and must be paid by the individual.

(D) An individual registering for course work under this policy is not entitled to receive student benefits (e.g., health and counseling center and other services and/or rates).

[10/02/2007; 03/30/2012 Responsibility: [BFA Business and Administration](#); Authority: Chapters [28B.15.558](#), [28B.15.621](#), and [41.04.005](#) of the Revised Code of Washington (RCW), Education Benefits for CWU Employees, [CWUP 2-30-050](#); PAC (Policy and Procedure Separated 9/5/07); Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 06/06/2012; 04/06/2016 Approved by: James L. Gaudino, President]