



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.2181

DIVISION: Academic Affairs

TITLE: Tuition Reimbursement for Full-time Faculty Members Pursuing Doctoral Degrees at Universities other than Kentucky Public Institutions

DATE: March 2, 2015

REVISED: November 1, 2021

AUTHORIZED: Robert Fischer, Provost and Vice President for Academic Affairs

I. Purpose and Scope

Employees are eligible to receive a tuition waiver for courses taken at Western Kentucky University (WKU) or other public institution in Kentucky in accordance with Policy 4.650V.

The intent of this policy is to augment WKU Policy number 4.650V, Tuition Waiver Program for Employees, as it pertains to reimbursement of tuition for full-time faculty pursuing doctoral degrees outside of institutions covered by Policy 4.650V.

II. Policy

A. Full-time faculty members enrolled in Doctoral Programs at a regionally accredited college or university that is not WKU or a public institution in Kentucky as described in Policy 4.650V

1. A full-time faculty member who is enrolled in a doctoral program that is clearly related to the faculty member's current position responsibilities and/or required as a condition of continued employment, at a university not covered by Policy 4.650V, is eligible to have tuition reimbursed for up to six (6) credit hours per semester and up to six (6) credit hours during the summer. The funding will be paid by the faculty member's home department/unit/college.
2. The dean of the college will make the determination whether or not the doctoral degree being pursued meets the criterion of being clearly related to the faculty member's current position responsibilities and/or required as a condition of continued employment.
3. The reimbursement shall not exceed an amount equal to the tuition for the same number of credit hours at the lowest applicable resident rate for a WKU doctoral program.

4. Fees will not be reimbursed.

B. Conditions and Limitations

1. A portion of any tuition reimbursement may be considered taxable income based on current IRS code.
2. WKU reserves the right to request transcripts to verify academic progress.
 - a. Faculty members enrolled in doctoral programs are expected to make good academic progress and to maintain a GPA of 3.0 or better. Failure to maintain either of these provisions is cause for the benefit to be suspended; renewal of the benefit after such a suspension will require a de novo request.
 - b. Individuals that do not earn a B or better in any course will be expected to reimburse WKU for the full amount of the benefit associated with that course.
3. One year of full-time continuous service, for as long as WKU is willing to employ the faculty member that received the benefit, is required for each year of tuition benefits.
 - a. This condition commences after the awarding of the doctoral degree.
 - b. Service for less than such a period will require reimbursement to WKU on a prorated basis, calculated as follows:

Reimbursement = ([number of months of required service - number of months of actual service] / number of months of required service) x total tuition benefit received)

III. Procedure

A. Request for Eligibility

1. A request for eligibility for this benefit is initiated by the faculty member through their department chair/director.
2. It must be clearly documented as part of this request which department, college, or other unit will provide the financial support for this benefit.
3. Approval by the department chair/director and Dean is required.
4. A "Memorandum of Agreement" shall be drafted (see Appendix A for sample language) and must be signed by the faculty member.

B. Payment and Reimbursement

1. Tuition is to be paid to the university of study by the faculty member.
2. Receipts for such tuition are to be turned in to the faculty member's department chair/director within one month of payment for processing of the reimbursement.

3. The reimbursement will be processed in Accounts Payable through submission of a completed Payment Authorization form accompanied by paid receipts. Pertinent deductions will be applied.

IV. Related Policies

4.650V Tuition Waiver Program for Employees

V. Reasons for Revision

October 2021

Updates made to Sections 1 & 2 to accommodate updates made to Policy 4.650V in accordance with HB 592 of the Kentucky General Assembly during the 2018 legislative session. Non-substantive updates made so Section III as part of the fifth-year review in accordance with Policy 0.000V. Changed all gender identifiers to neutral identifiers (i.e. she/he to they or his/her to their).

(Dean)

(Signature Line)

(Date)