



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.2180

DIVISION: Academic Affairs

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

DATE: January 5, 2015

REVISED:

AUTHORIZED: Gordon Emslie, 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, any of the other public universities in Kentucky, or any institution in the Kentucky Community and Technical College System. The intent of this policy is to augment WKU Policy number 4.6501, Tuition Waiver Program for Employees, as it pertains to reimbursement of tuition ~~fees~~ for ~~employees in the Academic Affairs Division~~ full-time faculty pursuing doctoral degrees outside of institutions covered by the Policy 4.6501.

II. Policy

- A. ~~Employees-F~~Full-time faculty members enrolled in Doctoral Programs at a regionally accredited college or university that is not a public university in Kentucky
 1. ~~An individual employed in a regular full-time position within the Academic Affairs Division~~A full-time faculty member who is enrolled in a doctoral program that is clearly related to the ~~employee's-faculty member's~~ current position responsibilities and/or required as a condition of continued employment, at a university other than a public Kentucky institution, 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 ~~employee's-faculty member's~~ home department/unit/college.
 2. The dean of the college (~~or, if a staff member not employed in a college, the Provost~~) will make the determination whether or not the doctoral degree being pursued meets the criterion of being clearly related to the ~~employee's-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~~fee~~ reimbursement may be considered taxable income based on current IRS code.

2. WKU reserves the right to request transcripts to verify academic progress.

a. ~~Employees-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. ~~Employees-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 employee-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~~fee~~ benefit received)

III. **Procedure**

A. Request for Eligibility

1. A request for eligibility for this benefit is initiated by the employee-faculty member through ~~the employee's~~his or her Department/Unit Head.

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/Unit Head 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.

~~a. Approval by the Department/Unit Head and Dean is required.~~

~~b. For faculty or staff employed within a college, approval of the Dean is also required.~~

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~~c. For staff employees not employed in a college, approval of the Provost is required.~~

B. Payment and Reimbursement

1. Tuition is to be paid to the university of study by the ~~employee~~ faculty member.
2. Receipts for such tuition ~~fees~~ are to be turned in to the ~~employee's~~ faculty member's Department/Unit Head supervisor 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

4.6501 Tuition Waiver Program for Employees

V. Reasons for Revision

Appendix A (Sample Memorandum of Agreement)

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Re: MEMORANDM OF AGREEMENT

WKU will provide financial support to (Faculty Member), in accordance with the terms for tuition reimbursement as specified in Academic Affairs Policy 1.2180, while s/he/she is enrolled in the doctoral program at (Name of College/University) to complete all requirements for the degree, including coursework and dissertation.

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(Faculty Member) will make continued progress toward the doctoral degree, including at a minimum maximum enrollment in six (6) credit hours each Fall and Spring semester. At or near the close of each spring semester during the period (Faculty Member) is a registered doctoral student, he/she will provide to his/her Department Head a written statement indicating his/her progress in the doctoral program during the preceding year. If the Department Head's assessment is that (Faculty Member) has made satisfactory progress, he/she may recommend that WKU extend continuing financial support for another academic year. If, in the opinion of the Department Head, (Faculty Member) has not made satisfactory progress, the Department Head may recommend that WKU suspend or discontinue their support. Should WKU discontinue financial support in this manner, (Faculty Member) will be required to repay WKU based on the terms specified in Policy 1.2180.

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(Faculty Member) will complete all requirements for the (specific degree/program) by (date). Upon successful completion, s/he/she will be eligible to (indicate here why the degree is required and what change in employment status, if any, is expected after degree completion). Given the financial support from WKU, (faculty member)'s commitment to WKU will be based on conditions listed in Policy 1.2180. If this commitment is not met, (faculty member) will be responsible for repayment of any financial support received based on the conditions and limitations specified in Policy 1.2180. Should the University discontinue the services of (faculty member), s/he/she will be excused from any requirement to repay the University that had been established up to this point.

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It should be recognized that these recommendations and terms may be changed because of unforeseen events. Any modifications to the above recommendations and terms must be approved by the Department Head and Dean.

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The signatures below indicate acceptance of this Agreement and the terms specified in Policy 1.2180.

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(Faculty Member) (Signature Line) (Date)

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(Department Head) (Signature Line) (Date)

(Dean) (Signature Line) (Date)

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