What courses are eligible for Tuition Reimbursement?

Tell Me

Academic courses/degrees from accredited community colleges/colleges/ universities via traditional classroom, video-based, distance learning, web-based, eLearning and certain correspondence courses are eligible for approval. Academic courses are defined as a course/degree provided by an accredited community college/college/university. The course must provide academic credit (as opposed to CEUs), be listed in the college/university course catalog and charge tuition in the traditional meaning of tuition (as opposed to only registration fees). Accreditation must be via an accrediting agency recognized by the US Department of Education.

Requests for academic assistance may be initiated by the employee or management for any of the following reasons:

• to meet requirements for a degree, licensure or certificate needed to improve or maintain the current position.
• to maintain/enhance current skills
• to develop new skills/competencies for career development within the University
• to address a shortage of skilled workers in specific classifications
• to develop a pool of employees for workforce planning
• to build specific high priority skills
• to address performance expectations of the employee as specified in the performance management improvement plan

Restrictions:

Correspondence courses not accredited by an accrediting agency recognized by the US Department of Education or the Council for Higher Education Accreditation for academic credit are not eligible under this policy. Job-related thesis/dissertation research courses at the masters/doctoral level are restricted as follows:

• All required written examinations for the degree shall be successfully completed before the course is approved.
• A maximum of 15 hours leave may be approved for each academic credit hour.
• All leave hours shall be used during the academic term and may not be accumulated.
• A maximum total of 9 academic credit hours are allowed for any one employee.