

## TUITION REIMBURSEMENT/WAIVER MEMBERS OF THE MANAGERIAL STAFF

It is recognized that while members of the managerial staff possess the appropriate terminal degree at the time of their hire, there may be circumstances when it is appropriate for managers to take additional coursework, either leading to the attainment of another degree or to enhance their skill set, expertise, or educational experience. In these circumstances, upon the approval of the manager's supervisors up to and including the vice president/division head, managers may take courses on campus with a tuition waiver or off-campus with a partial tuition reimbursement, not to exceed nine (9) credits per calendar year. Partial reimbursement shall not exceed \$150 (i.e., if each credit is \$300, employee shall receive \$150; if each credit is \$100, employee shall receive \$100). The coursework must be job-related and intended to enhance the manager's skill set and/or professional expertise or capabilities. Waivers will only be for tuition costs; managers are responsible for any/all fees to be charged and the department/division cannot reimburse manager for such fees.

It is expected that employees will take all such coursework from Rowan University if it is offered by the University. Reimbursement will only be allowed for coursework at another institution if the courses are not available at Rowan or for other exceptional circumstances that have been approved in advance by the head of the employee's division.

The employee must satisfy all requirements for admission to the course or degree program. Admission to such courses and programs are also subject to the availability of seats; employees will not be admitted if the result is exclusion of a student who is not benefitting from this program.

This policy does not apply to any doctoral degree programs including M.D. or D.O. degrees/programs.

Prior to requesting a waiver or reimbursement, the manager must prepare a brief, written description of how the coursework will lead to increased expertise, capabilities, and/or professional development and submit this to his/her supervisors for review. If approved, the manager will then submit a tuition waiver/reimbursement form prior to the start of the semester/term for review and approval. It is understood that any coursework taken or work related to courses taken cannot interfere with the manager's duties and responsibilities.

If a supervisor/department head is the one who initiates or recommends that an employee pursue additional coursework or a higher level degree that would be of direct benefit to the employee's scope of responsibilities and the supervisor has suggested or approved that coursework or degree program as part of the employee's performance plan for the coming year, the employee and supervisor may jointly request additional (including full) tuition waiver for consideration and approval by the appropriate divisional head. Full Waivers will only be for tuition costs; managers are responsible for any/all fees to be charged and the department/division cannot reimburse manager for such fees. Managers who receive full waivers or reimbursement will be expected to sign an agreement to remain employed at Rowan for one year from the last date of the waived class or reimbursement.

Registering for courses at Rowan University will be done in accordance with established rules and regulations for course registration. Failure to successfully complete the course with a grade of C or higher will result in the manager reimbursing the University all waived costs. Courses will not be approved for the subsequent semester until reimbursement is made in full. Partial reimbursement for

courses taken off campus will be done only after the manager successfully completes the course with a grade of C or higher and after providing receipts for payment and a copy of the course grade.