



## Employee Tuition Waiver Guidelines for CWA Employees

### Office of Human Resources

Employees are entitled to receive a tuition waiver for classes taken for credit at Rowan University.

Full-time Employee: An employee must be employed by Rowan University (Glassboro, Camden or CMSRU campuses) on a full-time permanent basis prior to start of the semester in which the tuition waiver is being requested. Eligibility is also determined by bargaining unit employee is in.

**Credits:** Employees may take credits at any level: undergraduate, graduate, and doctoral. Under this program, employees are eligible for a maximum number of credits of support per semester depending on their union affiliation.

- CWA– 12 credit hours per semester, not to exceed 24 annually

Annually refers to courses taken within the calendar year. Students may attend the Fall (September – December), Spring (January – May), or Summer terms. Summer session classes that start on or before July 1 are counted toward the previous Spring semester credit total. All Summer Session courses taken after July 1 are counted toward the subsequent Fall semester credit total. Students may also attend Winter Intersession courses with the credits counting towards the previous Fall semester. Only credits obtained at and from Rowan University will be supported by the tuition waiver.

Employees must successfully complete the course in order for the waiver to be valid. Successfully completing a course is defined by passing the course with a grade of a C or higher. If the employee does not successfully complete the course, the employee will be responsible for the full costs of that course. Until the employee has reimbursed Rowan University for that course, no further waivers will be issued. If an employee withdraws from a course while in the Tuition Waiver Program, the employee must reimburse the University for that course before a further waiver will be issued. Hardship/medical withdrawals and leaves of absence are handled according to the same process as paying students.

Employees are responsible for any late fees assessed each semester.

**Selecting courses:** Classes must not interfere with an employee's normal workload and breaks may not be used to make up missed time. Employees are required to work a full work week as defined by their work week designation (35 or 40 hours). Permission for an employee to attend classes during regular work hours is subject to the approval of the employee's supervisor according to department needs.



Time sheets must accurately record all time spent away from the office or workstation to attend classes during regular work hours. The employee's direct supervisor must approve the accuracy of the timesheet.

**Approval Process:** All Employee Tuition Waiver applications must be approved and signed by the employee, the employee's immediate supervisor, the Academic Dean and/or Department Head, and the Divisional Vice President/Provost (or designee). After gaining the approvals, the Employee Tuition Waiver application should be sent to Human Resources for processing. All three pages of the signed and completed tuition waiver form must be submitted to Human Resources. Human Resources forwards approved forms to the Bursar who then adds approved Tuition Waivers to employee accounts. Waivers are not credited until the form has been received by the Bursar.

Waivers are granted for approved courses only. In the event that the class is cancelled or the employee's course of study changes, the employee must notify Human Resources if enrolling in other courses for the semester.