Christopher Newport University

Policy: Employee Tuition Waiver
Policy Number: 5060

Executive Oversight: Vice President for Strategy and Planning
Contact Office: Human Resources
Frequency of Review: Biennially
Date of Last Review: February 2019

A. PURPOSE

Christopher Newport University is committed to the continued professional and personal development of its faculty and staff and offers a variety of ways for employees to continue their education and professional development.

B. POLICY STATEMENT

It is the policy of Christopher Newport University to provide tuition waivers to eligible full-time classified, instructional, and administrative and professional faculty for undergraduate or graduate courses offered for academic credit at Christopher Newport. The policy does not include audited courses, non-credit courses, individual lessons, private music lessons, books, or supplies.

An eligible employee may receive a tuition waiver for one (1) course, four (4) credit hours or less, during each regular semester, and one (1) course, four (4) credit hours or less, during the summer session. This policy covers both job related and non-job related courses.

If the employee withdraws before the end of the semester or session, receives a grade of less than “C,” fails in a pass/fail course, voluntarily separates from employment or is involuntarily separated from employment prior to completing a tuition-waived course, the employee shall be required to pay the tuition and fees for the tuition-waived course.

C. PROCEDURES

1. Participation in the tuition waiver program is contingent upon acceptance as a student by the University and compliance with academic requirements.

2. To be eligible for tuition waiver, an employee must be continuously employed by the University for a minimum of one year prior to their application for a tuition waiver.
3. Employees taking courses must continue to work a 40-hour work week. For instructional faculty, courses may be taken only outside hours scheduled for teaching, advising and office hours.

4. An employee must obtain prior written approval from their supervisor, department head and the appropriate cabinet level officer on the tuition waiver Form AP-16 before presenting the completed form to the Registrar’s Office. Once registration has been approved by the Registrar’s Office, a copy shall be forwarded to the Student Accounts Office which shall enter the appropriate credit adjustment to the employee’s account.

5. A validated and approved copy of Form AP-16, filed in the Registrar’s Office, shall serve as the official authorization for the waiver of tuition and fees. Prior to census, each semester, the Student Accounts Office shall forward a listing of all employee tuition and fee waivers to the Office of Institutional Research for reporting purposes.

6. An employee may not be enrolled in any class section if a regularly enrolled student would be displaced. Approved requests will be distributed to applicants on the first day of classes to prevent the displacement of regularly enrolled students.

D. APPROVAL AND REVISIONS

   Approved By: President, January 12, 1996

   Revision 1: Policy Committee, February 20, 2019

E. NEXT REVIEW DATE: Spring 2021