

**I. BACKGROUND:**

#### D. Requirements and Scheduling

Employees applying for this program agree that all coursework, attendance and related work, such as study, library work, and other educationally-related requirements, will be performed and scheduled at a time other than when the employee is scheduled for regular or emergency work assignments. The only exception made is if an employee is a senior and course requirements are not available after working hours. Proof of this circumstance will be required. Participation in tuition assistance or waiver should in no way adversely affect the responsibilities, attendance, efficiency or quality of work of Stockton employees.

#### E. Approval for Tuition Reimbursement or Waiver Payment

Tuition reimbursement, waiver, or payment approval will be made only after submission of the following information to the Office of Human Resources:

1. Evidence of satisfactory course completion, including a copy of a transcript indicating a grade of C or better for undergraduate courses and a grade of B or better for graduate classes.
- 2.

of study), as well as the waiver of the following fees: Transportation and Safety Fee and the Non-Matriculation Fee. Employees are still subject to the Education and General Fee.

For those employees who choose to take courses at other institutions, the following reimbursement rates apply:

**CWA, IFPTE and PBA**

Reimbursement – Maximum of \$500 per semester, including summer, not to exceed 12 credits per academic year, or a total of 45 credits during employment at the University.

**AFT and MANAGERS**

Reimbursement – Maximum of \$150 per credit or the actual tuition, whichever is less, for employees enrolled in a terminal degree program related to their area of teaching or work (\$1,800 per year) and shall not exceed 12 credits per academic year or a total of 45 credits during employment at the University.

Review History:

	Date
Procedure Administrator	08/27/2021
Divisional Executive	08/27/2021
General Counsel	08/30/2021
Cabinet	09/02/2021
President	09/03/2021