



**POLICY TITLE**

***Tuition Benefit for Full-time Employees Policy***

**POLICY NUMBER**

**7-002**

<b>Responsible Unit:</b> <i>Southern University System Human Resources Office</i>	<b>Effective Date:</b> <i>06/01/2022</i>
<b>Responsible Official:</b> <i>Associate Vice President for Human Resources</i>	<b>Last Reviewed Date:</b> <i>06/24/2016</i>
<b>Policy Classification:</b> <i>Human Resources</i>	<b>Origination Date:</b> <i>06/24/2016</i>

**I. POLICY STATEMENT AND RATIONALE**

The Southern University System (System) wants to provide its employees with educational and professional development opportunities. To afford System employees with such opportunities, the System will offer a tuition waiver benefit to all full-time permanent employees.

**II. POLICY SCOPE AND AUDIENCE**

This Policy is for all System employees who meet the policy requirements and accompanying internal procedures.

**III. POLICY COMPLIANCE**

All eligible employees are required to comply with this policy and all accompanying procedures. If the employee fails to comply with the policy and accompanying procedures, the employee will forfeit the benefit.

**IV. POLICY DEFINITIONS**

**System Employee-** any full-time employee who works for the following System campuses: Board and Southern University System, Southern University and A&M College, Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences, Southern University at New Orleans, Southern University Shreveport Louisiana, and Southern University Law Center.

**Full-time Employee**-an employee working full-time at a System campus. The employees work a forty (40) hour work week.

**Part-time Employee**-is an employee that works less than forty (40) hours per week.

**Administrator**-is a full-time employee that has a direct and an indirect influence on a campus faculty member. This may include but not limited to administrator in academic, financial, and human resources. The administrator would have the title of director or higher. This definition will be expanded in the System internal procedures.

## **V. POLICY IMPLEMENTATION PROCEDURES**

The policy will be implemented by System Campus Human Resources departments through the SU System Internal Procedures.

### **Policy Eligibility**

All full-time System employees who are currently in a full-time permanent position for at least one (1) or more continuous years. Part-time employees are not eligible for this benefit.

### **Policy Requirements**

The full-time employees must be admitted to an undergraduate or graduate program on a System campus. This benefit cannot be utilized for any academic program at the Southern University Law Center.

### **Policy Benefit**

The maximum tuition waiver for the Fall and Spring semester is six (6) credit hours  
The maximum tuition waiver for Summer semester is three (3) credit hours.

### **Continued Eligibility**

The employee will be required to maintain the following GPAs

- **Undergraduate 2.5/4.0**
- **Graduate School 3.0/4.0**

An administrator, as defined in this policy and the System internal procedures, who receives this benefit must sign a conflict-of-interest agreement. The conflict of interest must be signed and approved by the Campus Chief Academic Officer. The Vice President for Academic Affairs will work with the Associate Vice President for Human Resources to develop the agreement and procedures.

All employees approved for the tuition benefit may be required to sign an employee agreement to work for specified period after the employees completes their degree and/or certification.

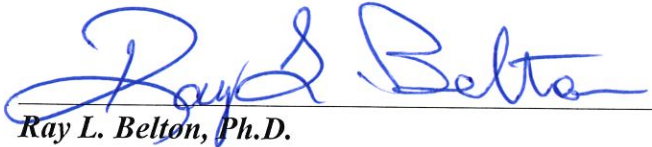
**VI. POLICY HISTORY AND REVIEW CYCLE**

This existing policy is being updated along with the internal procedures. This policy is subject to a five-year policy review cycle.

**VII. POLICY URL**

[www.sus.edu](http://www.sus.edu).

**VIII. POLICY APPROVAL**



**Ray L. Belton, Ph.D.**

*President-Chancellor, Southern University and A&M College System*

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*Effective Date of Policy*



**The Honorable Attorney Edwin Shorty**

*Chair - Southern University System Board of Supervisors*

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*Effective Date of Policy*

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