

# Christopher Newport University

## **Policy: Tuition Reimbursement Policy for Graduate Level Courses Policy Number: 5065**

Executive Oversight:	Vice President for Finance and Planning/CFO
Contact Office:	Human Resources
Frequency of Review:	Biennially
Date of Last Review:	May 2023

**Effective January 1, 2024 this policy is temporarily suspended due to budget constraints.**

### **A. PURPOSE**

Christopher Newport University is committed to providing a supportive and rewarding environment for employees and recognizes that the quality, responsiveness and professionalism of its workforce are inextricably linked to the University's achievement of its mission. The University acknowledges that professional development is integral to personal job satisfaction and workplace productivity.

The purpose of this policy is to establish the authority and responsibilities of Christopher Newport University's Classified Staff and Administrative and Professional Faculty with regard to tuition reimbursements for graduate-level courses. It is intended to encourage and support employees' professional development.

### **B. POLICY STATEMENT**

Christopher Newport University offers its employees reimbursement of tuition expenses and mandatory fees for graduate-level courses taken at another institution for employees who have been employed in a full-time salaried position for one or more consecutive years at Christopher Newport.

### **C. PROCEDURES**

1. To be eligible for the reimbursement made available by this policy, an employee must:
  - Be a full-time classified employee or a full-time member of the administrative and professional faculty and have been employed continuously in a full-time position for one or more years at the University prior to the start of the requested class.
  - Be admitted and enrolled at a regionally accredited higher educational institution taking graduate-level courses.
  - Earn a grade of 'B' or better in the course(s) or a grade of "P" in pass/fail courses. Pass/Fail courses must be required and not offered as a normal letter grade.

2. Generally, courses must be taken during non-work hours. A course may be taken during work hours only if the employee and his or her immediate supervisor ensure that the employee maintains a 40-hour workweek.
3. An eligible employee may receive reimbursement for up to (4) credit hours during each semester (spring, summer, and fall) and up to \$5,250 per calendar year for the combination of tuition waiver and tuition reimbursements.
4. Employees must complete a **Request for Tuition Reimbursement** form available on the CNU Human Resources webpage and submit the form to their supervisor 30 days prior to the start of the class.
5. Because tuition reimbursement represents a significant expenditure by the University and a substantial investment in an individual employee, supervisors shall consider the following before recommending approval of the request to the division head:
  - Relevance of the course and program of study to the employee's current position
  - Benefits to the employee and the University
  - Effective continuation of department programs
  - Equitable application of policy to other employees in the department
6. Supervisors shall submit the recommendation of approval to the appropriate Vice President. Approved forms should be sent to Human Resources no later than two weeks prior to the start of the class.
7. Employees shall be notified by the Office of Human Resources within two weeks of the receipt of their submission from the supervisor of their approved or denied request. Approval from Human Resources should be received prior to the beginning of the course for which reimbursement was requested.
8. Upon successful completion of a course for which reimbursement was approved, with a grade of "B" or better or a grade of "P" in a pass/fail course, the employee must submit the academic grade report(s), a copy of the tuition bill and a copy of the paid receipt to the Office of Human Resources no later than 30 days after the course has ended. Reimbursement is not available for courses in which the employee earns a "B-" or lower or a grade of "F" in pass/fail courses.
9. Human Resources shall notify the Business Office that the reimbursement for tuition expenses and mandatory fees is authorized. The Business Office shall process the reimbursement consistent with Department of Accounts guidelines.
10. If an employee withdraws from the course for which reimbursement was requested, no reimbursement is available.
11. If the employee is voluntarily or involuntarily separated from employment while taking a course for which reimbursement was requested, the employee shall be responsible for the cost of the course.

## D. DEFINITIONS

**Professional Development:** The provision of educational and developmental opportunities and activities to extend and broaden the scope of professional capabilities of employees in relation to their role and responsibilities. Professional development processes build on the collective knowledge and experience of employees, and provide employees with opportunities to acquire, practice and adopt new knowledge, thereby enhancing individual, group and organizational learning and capabilities.

## E. REFERENCES

<http://www.irs.gov/publications/p970/ch11.html>

Department of Human Resources Management Policy 5.05 on Employee Training and Development

Department of Human Resources Management Policy 5.10 on Educational Assistance

University Handbook

## F. APPROVAL AND REVISIONS:

**Approved By:** Policy Committee, March 22, 2019

**Revision 1:** Policy Committee, December 1, 2021

**Paused:** Policy Committee, May 30, 2023

## G. NEXT REVIEW DATE: Spring 2024