



VII-4.10(A) UNIVERSITY OF MARYLAND POLICY ON TUITION REMISSION FOR FACULTY, STAFF, AND RETIRED EMPLOYEES

(Approved by the President August 1, 1991; Amended April 24, 2020)

I. Purpose

The University of Maryland (the University) supports the continuing education of current and retired faculty and staff by providing tuition remission to enroll in academic courses for the improvement of skills or for personal development.

II. Definitions

- A. "Differential Tuition" means an additional amount charged on top of base tuition for specific undergraduate academic programs.
- B. "Employee" means a regular status faculty member, a regular staff member, or a Contingent II staff member who occupies a position at the University that is intended to last at least six months and is at least 50% FTE.
- C. "Retiree" means a person who has previously held a regular status faculty or staff position within the USM, and who is receiving a periodic distribution from the Maryland State Retirement and Pension System and/or a Maryland Optional Retirement Plan. Retirees who enrolled in a retirement plan prior to July 1, 2011, must have earned at least five years' FTE of USM service credit to be eligible for Tuition Remission under this policy. Retirees who enrolled in a retirement plan on or after July 1, 2011, must have earned at least ten year's FTE of USM service credit.
- D. "Tuition Reimbursement" means repayment for certain tuition costs.
- E. "Tuition Remission" means the waiver of tuition, including Differential Tuition, charged for undergraduate academic courses, and the waiver of the standard graduate credit hour for graduate courses.

III. Policy

- A. Number of Credits
 - 1. Full-time Employees and Retirees from full-time positions are entitled to receive Tuition Remission for courses taken at the University as follows:
 - a. 8 credits each for the fall and spring semesters;
 - b. 4 credits for the standard winter term and 6 credits for a twelve-week winter term;

and

- c. 8 credits over the course of both the Summer I and Summer II sessions.
2. Part-time Employees and Retirees from part-time positions are entitled to Tuition Remission for credits prorated to their percentage of time worked.
3. Audit courses and non-credit courses will be assigned the equivalent number of hours in determining the number of hours which may be carried, and the number of hours for which tuition may be remitted.
4. The maximum total number of hours of Tuition Remission available at the University shall be determined by the Senior Vice President and Provost.

B. Eligibility

1. Enrollment in a course at the University is subject to the individual's admissibility to the University based on normal admission standards, and the fulfillment of all course prerequisites.
2. Tuition Remission for courses taken at other USM institutions shall be subject to the Employee or Retiree's admissibility to the institution and to the program in which the courses are to be taken, including other academic regulations of the institution governing student enrollment.
3. In order to ensure the operations of the University, enrollment in daytime courses by Employees requires the permission of their unit head.

C. Tuition Reimbursement

1. Employees may be reimbursed for the cost of tuition upon successful completion of a course offered by a two-year or four-year institution that does not participate in the USM tuition remission program if:
 - a. The Employee's unit head determines that a specific course is job-related and will contribute to the Employee's job performance;
 - b. The course is not available at any institution that participates in the USM tuition remission program; and
 - c. Operations and resources permit the Employee's enrollment in and reimbursement for the course.
2. Tuition Reimbursement for courses taken at institutions that do not participate in the USM tuition remission program are subject to the following limitations:

- a. The maximum reimbursement per semester shall be for one course, not to exceed 4 credit hours.
 - b. An Employee may not enroll in more than 8 credit hours of coursework in a semester for which the Employee is receiving a combination of Tuition Reimbursement and Tuition Remission.
 - c. Graduate course reimbursement may be limited to the amount currently charged for a graduate credit hour at the University.
3. The Employee's unit head must submit a written reimbursement recommendation to the Assistant Vice President for Human Resources before the first class meeting of the recommended course. Advance approval of the Assistant Vice President for Human Resources or designee is required in order for the Employee to receive Tuition Reimbursement.
 4. The Employee is responsible for paying tuition and related fees to the institution offering the approved course.
 5. To be eligible for reimbursement, Employees must earn a grade of "C" or better in the course.
 6. Upon successful completion of the course, the Employee must submit a request for Tuition Reimbursement, documenting the tuition amount to be reimbursed and the Employee's grade.

D. Absence from Work to Attend Class

1. If enrollment in a course is required by an Employee's unit head, the Employee may be absent from work for not more than one-half day on days when classes are scheduled. The Employee will not be required to make up for time away from work to attend class.
2. If enrollment in a course is not mandatory, the Employee should enroll in a class that meets during non-work hours, if feasible. The Employee must either take leave or make up for any hours of work lost for a course that is not required by their unit head.

E. Fees & Costs

1. Employees and Retirees are responsible for the payment of all mandatory fees for courses taken at the University or elsewhere.
2. Employees and Retirees will be responsible for the differential cost between each credit hour and the amount currently charged for a graduate credit hour at the University.

3. If an Employee who has received Tuition Remission in a given term leaves the University prior to the end of the drop/add period for that term, the Employee will be financially responsible for the full cost of the tuition.